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CHEMSKILL
CANDIDATE SERVICES



CHEMSKILL



RECRUITMENT DIVISION

ChemSkill is a specialist Consultancy consisting of three Divisions: **Recruitment, Consulting and Training**. The **Recruitment Division** and its specialist arms, **CS Biotech, CS Engineering and CS Executive**, engage in the permanent, contract, casual and part-time placements of scientific and technical personnel at all levels.

ChemSkill places Laboratory Technicians/Assistants, Chemists, Biochemists, Microbiologists, Biotechnologists, Chemical Engineers, Environmental Scientists and Food Technologists. Some of the industries serviced include Pharmaceutical, Biotechnology, Automotive, Petrochemical, Cosmetic, Environmental, Food and Beverage, Government, Chemical Manufacturing and Engineering.

ChemSkill's Consultants, all of whom are scientifically qualified, provide our candidates with support and advice in regards to resume writing, letters of application, interview preparation and conduct. Your Consultant will work closely with you to best present your skills and capabilities. Our aim is to ensure that you are well informed about positions of interest and that you present well for client interviews. For further advice and assistance in this area, ChemSkill offers targeted training through its **JobSeekers Workshops**.

Registration with ChemSkill

Do you really know which companies have seen your resume? Does your recruitment agency consult with you prior to forwarding your details to clients? Unfortunately it is common practice for recruitment agencies to present your resume to clients without notifying you. This means that potential employers have seen a resume, which has been customised for another position or is too general to attract their attention. ChemSkill will always consult with you prior to submitting your resume to our clients. Similarly, our Consultants will not contact your referees without first discussing this with you. Out of courtesy to the referee, we request you inform them that a ChemSkill Consultant will be in contact to conduct a reference check.

All resumes sent to ChemSkill are classified according to the skills, qualifications and requirements of the candidate prior to inclusion onto ChemSkill's national database. An automated e-mail response will confirm receipt of your application. If you are applying for a particular position and are assessed as being suitable, a Consultant will contact you to arrange an interview. If you have been unsuccessful or simply registering with ChemSkill, your resume will be retained for twelve months and you will be contacted as appropriate positions become available. As ChemSkill has an extensive database, we only advertise certain positions on www.mycareer.com.au.

Periodically, ChemSkill runs complimentary candidate workshops where coaching in areas such as interview techniques, resume writing and career advice is provided.

For a comprehensive list of our services and career information, please visit our website www.chemskill.com.au.

To register with ChemSkill, please forward your resume to the appropriate office:

VIC resumesvic@chemskill.com.au

Level 1, 379 Collins Street, Melbourne 3000

Ph: (03) 9629 7800 Fax: (03) 9629 7899

NSW resumesnsw@chemskill.com.au

Level 1, 110 Pacific Highway, North Sydney 2060

Ph: (02) 9957 4000 Fax: (02) 9957 4822

JOBSEEKERS WORKSHOP



Attending job interviews without success? Are your job applications ignored?

Unlock your potential and be a step above the rest.

Discover new skills you never thought you had!

Maximise your job-hunting potential by:

- Improving your resume and application writing.
- Getting rid of pre-interview jitters.
- Dealing with difficult interview questions.

CHEMSKILL JOBSEEKERS WORKSHOP

Candidates can choose a half day or a full day interactive training session focusing on their specific needs. The Workshop is conducted as a one-on-one session to allow for maximum benefits. Each attendee receives a comprehensive training document that can be utilised in their career search.

Some of the topics covered:

- Re-evaluating your skills; the profiling process.
- Cold calling and networking.
- Advertisement response; the good candidate match.
- Letters and resumes for results.
- Dealing with different types of interviews and psychometric analysis.

Contact us regarding the CD ROM version of the JobSeekers Workshop.

www.chemskill.com.au



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For registration enquiries and for further information please e-mail jobseekers@chemskill.com.au

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