

## Recruitment Specialist in Upstream Oil & Gas

Petroleum Professions specialise in upstream oil and gas recruitment. Focusing on knowing the employment market from client demands, salary intelligence to employment and career opportunities. Our business is about recruiting, sourcing, representing and placing E&P professionals into sought-after contract and permanent oil and gas positions with clients around the globe.

### Focused on results...

Petroleum Professions is a focused, results orientated recruiting/head hunting consultancy specialising in attracting, sourcing and placing upstream Oil and Gas professionals. Our aim is to stay focused on a limited amount of clients/companies so we can positively assist and support our clients in achieving their recruitment targets. We passionately represent our clients building a reputation for providing a path to contract and career opportunities.

We actively network and meet many candidates on a confidential professional level promoting our client as an employer of choice while qualifying suitability and company fit. We attend Oil and Gas seminars, conferences and exhibitions nationally, in addition to PESA, APPEA, SPE, Petroleum Club and DOIR events, monthly dinners or lunches consequently meeting many potential candidates on a weekly basis, while developing relationships with established business acquaintances and keeping abreast of the industry. In addition to all of this we also headhunt and advertise, establishing for ourselves a valued database of quality candidates seeking current and future careers moves.

We remain honest and professional with a true intention of finding the best fit between employers and employees.

### Service Options

- HEAD HUNTING, PROJECT RECRUITMENT & CONSULTING
- EXECUTIVE / PROFESSIONAL SEARCHES & PERMANENT PLACEMENTS
- SHORT AND LONG TERM, PROFESSIONAL CONTRACTORS

### Service Options Detailed

#### HEAD HUNTING, PROJECT RECRUITMENT & CONSULTING

Price is designed around the project and needs of the client, dependent on length, volume, requirements and expertise. Whether you need market intelligence, Recruitment Training, Processes Implementation or Head Hunting, we



## PetroleumProfessions

endeavor to add recruitment value and expertise to your organisation.

### RECRUITMENT & PLACEMENTS

Executive and professional search assignments are formal recruitment assignments agreed to by The Client and Petroleum Professions.

Head Hunting is an activity demonstrated in alternative ways. Placement of Head Hunted Candidates are subject to full recruitment fees.

Candidate Referrals are candidates who have been recommended / referred to the Client by Petroleum Professions. On successful Placement, they are subject to full recruitment fees.

### EXECUTIVE / PROFESSIONAL SEARCH ASSIGNMENTS

*17% Full remuneration fee capped at \$300,000. 9% due upon Employment contract start date. 8% due 3 months after employment start date.*

- Understand the client culture, philosophies and company direction on a day to day basis.
- Understand client's needs and desires and development of a detailed job description, person specifications, key competencies and interview guide.
- Development of candidate sourcing strategy, which may include Petroleum Professions database and networks, reviewing previous advertised responses for suitable candidates, Internet an/or press advertising, industry search and head hunting.
- Candidate screening and resume analysis.
- Pre-qualifying first round of resumes/candidates.
- Shortlist recommendation.
- Coordinate interviews and video conferencing, travel arrangements and short term accommodation
- Verbal pre-interview briefing – candidate and client.
- Reference checking and required probity checks.
- Report writing skills testing
- Relocation and immigration requirements update on short-listed candidates.

- Contract offer and salary negotiation.
- Post Placement service.

### PROFESSIONAL CONTRACTORS

- Understand the client's specifics and contractor needs.
- Candidate search using Petroleum Professions database, networks and head hunting.
- Pre-qualifying candidates.
- Verbal briefing – candidate and client.
- Reference checking and required probity checks.
- Negotiate rate and condition.
- Contractor paid by Petroleum Professions and client invoiced by Petroleum Professions monthly.
- During the contract, the contractor and client are communicated with every 4 weeks ensuring expectations are being met.

### SERVICE NOTES & INTEGRITY

- All advertising is charged at cost to the client.
- Resumes are not provided to clients without the consent of the candidate.
- Resumes and meetings are managed discreetly and confidentially.
- Resumes are confidentially maintained in our database and are only provided to clients with our candidate or applicant consent.
- Reference and probity checks are performed after the candidates consent.

### PP Team

#### TRACY FRAWLEY | Manager

Tracy is a professional recruiter head-hunter focused on seeking the best candidates for clients. Offering 13 year experience within HR, Recruitment and the Resources Industry Tracy offers great HR and Recruitment value, advice and insight to her clients.

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#### DANA SIDORUK | Resourcer

Dana is completing her Masters in Industrial and Organizational Psychology, speaks three languages and has worked with a number of organizations across different countries.

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