

# HOMELIXPRO

Professional Staffing Solutions



Client interview candidates



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We serve with pride.

Homelix is situated at Gauteng, Centurion, strives to be a leading national recruitment & professional cleaning company.

We serve private clients, corporate clients and government with the goal of service excellence. We excel in identifying, evaluating, and placing professionals and and or talented individuals.

## BENEFITS FOR CHOOSING OUR SERVICE

Excellent personal customer service.  
Professional and/or qualified candidates.  
We offer employment history verification.  
We offer criminal history check.  
We do qualification verification.  
We allow placement probation period.  
We give placement guarantee.  
We help with contract of employment.  
We offer once-off admin & placement fee.  
Value for money (free replacement of candidate)  
We offer practical interview assessment, e.g. *cooking, cleaning & taking care of a baby.*

- **Homelix placement is divided into three categories;**
- Long Term Placement divided into three options; **Platinum contract**, **Gold contract**, **Silver contract**.
- **Bronze contract.**
- **Once-off Placement.**

## 1. THREE TYPES OF LONG TERM CONTRACTS

### 1.1 PLATINUM CONTRACT

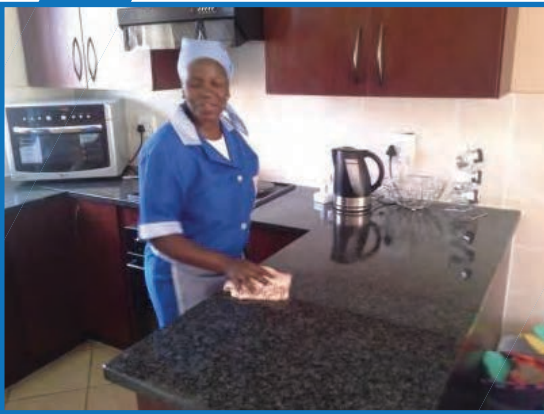
It is a long term permanent contract.  
Probation or training period is one month.  
Guarantee cover for 12 months.  
Clients are covered with three free replacements  
The employee continues to work after the guarantee elapses as long as the employer paid the full required long.

### 1.2 GOLD CONTRACT

It is a long term permanent contract.  
Probation or training period is 3 months.  
Guarantee cover for 3 months.  
Clients are covered with free replacements during the 3 months period.  
The employee continues to work after the guarantee elapses as long as the employer paid the full required long term placement fees.

### 1.3 SILVER CONTRACT

It is a long term permanent contract.  
Probation or training period is 1 month.  
Guarantee cover for 1 month.  
Clients are covered with free replacements during the 1 month period.  
The employee continues to work after the guarantee elapses as long as the employer paid the full required long term placement fees.



**Our candidates serve with pride.**



**We give you more candidates for selection**



**Our candidates have CPR and Firstaid training.**

## 2. BRONZE CONTRACT>SHORT TERM PERIOD

It is a short term contract

Two weeks probation/training period is given to the client.

Clients are covered with one free replacement during the period.

After the expiring of the period of employment, Homelix is willing to negotiate the permanent placement of the employee with the current employer or redeploy the employee (candidate) somewhere else as per the management decision.

## 4. CONFIRMATION OF INTERVIEW BY CLIENT

Confirmation of the interview should be done through payment of an admin fee, which forms part of the overall placement fees, depending on the type of contract selected by the client.

The admin fee should be followed by the client completing and submitting our PRE-INTERVIEW ASSESSMENT FORM.

## 5. SELECTION FOR CANDIDATE FOR INTERVIEW

The client must clearly describe to us the kind of the candidates that they want to be selected for interview e.g.age,nationality,religion&qualification.

The office will review client requirements and find suitable candidates and inform the client

The office will organize an interview, which can take place at the client home, a public meeting place or client offices. Client is entitled to interview a minimum of four candidates.

Once the client has identified the right candidate, we will process all the relevant paperwork.

## ONCE-OFF PLACEMENTS

Temporary nannies or domestic workers will be charged on a hourly or daily rate.

Placement of a candidate for a period of not more than a month e.g. a day, week or a month.

Client needs to contact the office for a daily rate as they differ in accordance to the needs of the client.

Daily rate (salary) need to be paid directly to the office before the candidate could start to work.

Invoice will be issued by the office which needs to be settled by the client before the candidate could start to work.

Salaries for short term placement are handled by the office.



**Our candidates are professional & presentable.**

**We offer practical interview.**



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Our candidate are qualified



Our candidates are professional & presentable.

For more information feel free to contact us.

We listen and deliver.

**Address**

66 Rietspruit Avenue & Rooihuiskraal Road  
Arundo Estate

**Google map** homelinkworkagency.

**Telephone** 012 645 1032 **Cell** 0712628791

**Email address**

info@homelinkworkagency.co.za

**Websites**

www.homelinkworkagency.co.za  
www.homelixpro.co.za

## HOMELIX PLACEMENT PROCESS

| 1  | 2   | 3  | 4                                      | 5  |
|--|---|--|--|--|
| <b>STAFF SEEKER</b><br>COMPLETE OUR<br>PRE INTERVIEW<br>FORM | <b>STAFF SEEKER</b><br>PAY R300<br>ADMIN FEES<br>AND SEND PROOF<br>OF PAYMENT | <b>HOMELIX</b><br>SEND<br>CANDIDATES CV'S<br>FOR CLIENT'S<br>SELECTION | <b>HOMELIX</b><br>SET NTERVIEW<br>DATE | <b>STAFF SEEKER</b><br>PAYMENT OF<br>PLACEMENT FEES<br>FOR THE CANDIDATE<br>TO START TO WORK |

Dear client, kindly complete the below PRE-INTERVIEW FORM and send it back to us via email with proof of payment of **R300 admin fees** for us to start with the selection process as per information populated below. For more information feel free to contact us on 0126451032 and or email us on info@homelinkworkagency.co.za



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homelix\_professional



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