

## Scribing Services - Candidate

End to end APS recruitment interview scribing	Report/minute writing for meetings, conferences, workshops and industry forums
Tendering and procurement scribing	Teleconference transcriptions
Reference checking	Convenors or independent recruitment panel members

### Scribing through HorizonOne

As part of HorizonOne’s holistic recruitment service, we offer professional scribing services to provide clients with support throughout the short-listing, interview and report writing phases of the recruitment process. We also manage scribes that prepare reports/minutes for meetings, workshops and industry forums.

We consistently need experienced scribes who have the background and ability to be successful on scribing projects immediately. We offer flexibility, excellent rates of pay (**\$45 - \$60/hr + Super**), the scope for home-based work and the opportunity to work across a diverse range of organisations.

HorizonOne has a comprehensive system in place to ensure our scribes are fully supported including:

- Supporting documentation (including templates, samples and pro forma);
- Project plans and procedural guides;
- Scribe manuals relating to both standard and specialist recruitment scribe services;
- Easy access to advice and support from subject specialists through HorizonOne and its partners.