

## Scribing Services - Client

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 Services

HorizonOne’s quality approach to recruitment extends to all its recruitment services, even when we are providing services for what many consider a simple administrative exercise – like scribing.

Our Scribe services are based on:

- Quality focussed contemporary recruitment methodologies, practices and knowledge
- Genuine expertise in APS recruitment methodologies, and
- Strong APS scribing competencies.

HorizonOne delivers traditional and specialist scribe services across different business requirements including, but not limited to:

- APS recruitment processes and interviews
- Tendering and procurement
- Report/minute writing for meetings, conferences, workshops, industry forums and so on
- e.g. For divisional business planning sessions, team or executive meetings, Board meetings, industry consultation or collaboration, staff consultations, Certified Agreement negotiations and so on.

HorizonOne has a comprehensive system in place to ensure the quality and ongoing performance and improvement of its scribes 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.

### Traditional Scribe Services

At its most basic level, scribing performed well can deliver process efficiencies and organisational cost savings. By contracting a professional scribe to provide interview or meeting support, conduct reference checks and prepare your selection reports or meeting minutes/reports, you can influence stronger, more efficient outcomes particularly in recruitment.

Traditional scribing services are typically price driven, not value or outcomes driven. Through these services we can provide reliable and consistent solutions to mainstream APS expectations, whilst reducing the administrative burden for clients and delivering real savings.

### Specialist Scribe Services

While contracting traditional scribe services makes sense from a purely cost focussed perspective, we know much more can be achieved for our APS clients with very little extra investment. By hiring and training exceptional APS professionals to contract as scribes, Horizon Scribe can significantly increase our Government client's ability to achieve stronger outcomes.

HorizonOne Scribe Specialists who provide support and advice for APS recruitment are trained to provide value-add scribe support and advice, with:

- A wide variety of skill and knowledge in APS recruitment and HR;
- The know-how to integrate contemporary recruitment practices with more traditional APS recruitment practices;
- Experience at executive or senior executive management levels;
- Access to 24/7 support from HorizonOne recruitment experts for active panels and the sense to engage these experts in a way that enhances strategies, processes and outcomes; and
- Access to HorizonOne's leading recruitment technologies, systems and methodologies.

Our Scribe Specialists are skilled facilitators who can support, guide and/or convene your recruitment processes or selection panels. Many of our scribes are former senior public servants (e.g. EL2 or SES Band 1) and are skilled communicators. They will not dictate how to assess a candidate or who to select, nor will they contribute to or influence that discussion (unless also acting as convenors or independent panel members). However they can help you ensure that your selection panels have comprehensive, balanced and well-informed information and analysis about candidates and your organisations needs (capability/behavioural gaps - the vacant position/s). Additionally they make available all the necessary tools and data to make informed assessment, selection and placement recommendations.

We are able to offer this value add service at a rate similar to many other scribe services in the Canberra market. Importantly, our clients consider this specialist service to be of considerably higher value than traditional scribe services offered in the market.

The contribution of our scribe consultants and specialists ends where their opinion may influence the assessment or selection process. This limitation is explicit in HorizonOne's manuals for both traditional and specialist services. The exception to this policy is obviously where the scribe has been engaged as a convenor or independent member of an assessment or selection panel, to also participate as a decision maker.