



2019

SERVICES

ADVICE AND SUPPORT

TOOLS AND RESOURCES



Everest began in 2006, we are a team of 12 located in the Waikato and Bay of Plenty, we specialise in people and culture.

Whether you need help hiring the best people for your team; looking for practical human resource advice and support; want to develop yourself, your team or individuals in your business; or need to make some changes in your career or organisation but don't know where to start, then come and talk to us.



Senga Allen

Managing Director
Human Resource Specialist

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Diane Hallifax

Director
Human Resource Specialist

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Greg Cateley

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027 641 9199



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Recruitment Advisor

027 701 9585



Awhina Crawford

Office Administrator

0800 383 737



Wendy Bright

Business Support Manager

027 488 4583

Client Testimonials

Human Resource Advice & Support

"Working with Everest helps Fosters create the great community we are trying to build."

Leonard Gardner, Commercial Manager,
Foster Construction

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Recruitment & Search

"Everest ask the right questions, understand what we need, then go out and get the right people!"

Mark Morgan, CEO,
Waikato Regional Airport

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"Everest Recruitment are committed to meeting our needs by building long term relationships. Their understanding of our business and culture meant we were presented with quality candidates that would fit our way of doing business."

Dean Raven, CEO,
Vo2 Digital Thinking

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Training

"Our team now communicates and challenges each other in an effective way that produces results."

Shayne Ashford, Operations Supervisor,
AC Petfoods

.....

Coaching

"Our conversations are now more meaningful and empowers us all to be the best that we can be."

Desley Clarke, HR Manager,
Life Unlimited

Psychometric Tools & Assessments

"We have used the testing for a number of years now and have found it a very accurate way to assess a potential employee's ability to work quickly under a time constraint. Initially we tested some of our existing staff to establish a base for us to work from and this was invaluable in being realistic about what to expect. There is certainly a direct collation between a high score and the speed that staff pickup on the training and the speed that they are able to accurately work at"

Richard Rutgers, Accounting & Practice Development
Manager,
Graham Brown & Co Ltd

.....

Career Development

Team Everest are professional and personable. The career coaching experience was inspiring and uplifting which helped me to realise and own my full potential. The confidence I gained was the catalyst I needed to move forward in my career. Well worth the investment."

Rhonda Maughan

.....

Youth Career Development

"I was sick of school and wanted to leave. I completed some career assessments which were really interesting, the Wintec Business & Management course was recommended to me, since then I have started at Wintec and I love it!! I now have some career direction ideas which is really exciting."

Brianna, age 16.



Human Resource Advice & Solutions

From the day a new employee joins your business to their last-day morning tea, we are your on-call team of HR Specialists providing ready access to practical advice and realistic best practice tools, whenever and wherever you need it.

Employment Documentation

- HR policies, processes, templates and documents
- Employment agreements and policies
- Customised HR documents

Employment Relations Support

- Mediations and dispute resolutions
- Disciplinary and poor performance
- Termination and redundancies
- Performance management
- Independent investigations

Future Proofing

- Workforce, succession and retention planning
- Organisation restructures and reviews
- Outplacement programmes
- Strategic advice and planning

Culture and Engagement

- High performance culture development
- Organisational culture and employee engagement strategies
- Practical know-how to improve your workplace

People Strategy

- People strategy development and planning know-how
- Organisational design
- Values, vision and purpose development

Ability Testing, Personality Assessments, and Staff Surveys

- Customised staff surveys
- 360° surveys
- Psychometric testing and assessments

Reward, Remuneration, Incentives

- Remuneration strategy
- Rewards and recognition
- Benefits and incentive design
- Wage and salary benchmarking

Whether you are seeking a fully outsourced HR solution or on-demand services, our team of qualified and experienced Human Resource Specialists are ready to support your business creating a culture of success.

Helping you create an exceptional workplace



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everestpeople.co.nz



Struggling to find the right staff for your business?



We'll find the right people for your team!

Our expertise is in:

- Executive management
- General management
- Manufacturing, logistics, operations and distribution
- Sales, marketing and communications
- Human resources
- Finance, administration and business support
- Agriculture, science and technology

We use our extensive network combined with the latest technology to take the pain out of hiring.

Before we do this though, we need to understand your business, your culture and your needs.

Our recruitment service ensures you have access to the best candidates who must undergo criminal checks, reference checks, tests and assessments before starting with you. We take care of all these important steps for you as part of our fees.

Let us find the right staff for your business.

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Coaching



Build your people capability

Everest coaches work with individuals and teams to create transformational change, laying a foundation of principles that emphasise the importance of self leadership.

Individual and team coaching has become a vital tool for anyone that wants to get the best out of the individuals and teams in their business. Coaching is about asking good questions and offers individuals the opportunity to explore the way they do their world.

Engaging with a coach gets results - it builds effective teams, enhances productivity and facilitates high performance. Let our coaches unlock your potential to maximise performance.

Whether you are building and aligning your team or developing yourself as an individual we can help build people capability in your business.

We specialise in:

- One-on-one and team coaching
- Individual personal and professional development
- Professional Supervision
- Coaching programmes for Managers and Leaders
- In-house coaching training programmes
- Employee growth and development
- Learning to coach for managers and team leaders
- Leader/Executive Development
- Pair coaching and mediation

“ Our conversations are now more meaningful and empowers us all to be the best that we can be. ”

Desley Clarke, HR Manager, Life Unlimited

Psychometric Tools & Assessments



PERSONALITY & BEHAVIOUR

Recruitment & Selection
Leadership & Staff
Development
Team Building
Career Coaching



ABILITY

Numerical & Verbal
Reasoning
Abstract Reasoning
Verbal Comprehension
Critical Thinking
Cognitive Assessments



EMOTIONAL INTELLIGENCE

Self-awareness
Motivation
Empathy
Self-regulation
Social Skills



SKILLS

Microsoft Assessments
Industry Specific Skills
Typing & Data Entry Skills
Accounting & Math
Customer Service

AFFORDABLE - RELIABLE - VALID

Psychometric testing gives a unique insight into a person's ability and personality which can prove invaluable when making decisions about recruitment or development.

Everest offers a full suite of psychometric assessments which can ensure you select the right candidates for your business and help manage and develop your existing team.

We are accredited providers of:

- **OPRA Personality & Ability**
- **Myers Briggs Type Indicator** (MBTI)
- **DISC Advanced**®
- **SHL**
- **Saville Wave**
- **CliftonStrengths**
- **SkillCheck**™
- **MSCEIT** (Mayer-Salovey-Caruso Emotional Intelligence Test)

100s of research-based psychometric tests available to provide measurable insights for individuals and teams.

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Career Development Services



Maximise your career potential

- Stuck in a rut?
- Don't know what direction to take?
- Not advancing your career or bypassed for promotion?
- Do you suffer from interview anxiety?
- Job applications but no interviews?
- Is your inaction holding you back?

Here's how we can help:

- CV Development
- Psychometric Assessments & Testing
- Career Coaching
- Job Search Strategies
- Career Goal Setting
- Networking Skills
- Social Media Profile Recommendations
- Understanding the Job Market
- Interview Skills
- Career Transitioning

“ Team Everest are professional and personable. The career coaching experience was inspiring and uplifting which helped me to realise and own my full potential. The confidence I gained was the catalyst I needed to move forward in my career. Well worth the investment. ”

Rhonda Maughan

Employee Outplacement Programme



Direction and support for your employees

Everest provides a structured but flexible outplacement programme that focuses on getting people back into meaningful employment.

The programme provides direction and support at a time when your employee may be feeling unsettled and provides practical tools to help them focus on the future.

Select from the following individual services or choose the full outplacement programme:

Career Transitioning Coaching

- Develop an action plan for navigating next steps
- Identify transferrable skills and any upskilling requirements to achieve career goals
- Creation of CV and Cover Letter documents

- Job Search Strategies
- Professional Networking Skills - tap into existing networks and develop a self marketing plan
- Develop LinkedIn profile to boost online networking opportunities

Interview Coaching

- Mock interviews; learn responses to tough interview questions
- Receive candid feedback to help improve interview skills
- Build confidence; manage anxiety and interview nerves
- Learn everything from what to wear, how to prepare, body language
- Post interview review and strategy development

Career Development for Teens & Students



Get a clear sense of where you are going!

- Overwhelmed and confused about your career choices?
- Unsure if staying at school is for you?
- Are you unsure of what career/s to consider?
- What subjects should I take at school or university?
- What university/ polytechnic course would suit me best?
- Should I train for a trade?
- Will I get a job after going to university?

What happens during your session?

- Explore your career options based on your Self Directed Search assessment results
- Understand how your interests and values impact on your career choices
- Come away with an action plan and clear steps to follow

At what stage do we recommend young people get career support?

- **Year 9 and 10** - Begin exploring concept of self and own identity - plan to keep career options open.
- **Year 11 through to Year 13** - Investigate potential careers and make the right subject choices and career decisions.
- **Tertiary Students** - If you are considering changing courses or are in your penultimate year, it is recommended you seek support to guide you through your next steps.

You've found the right person for the job – now what?



Tradies Job Pack

**Worried your employment documents
aren't legally compliant?**

**Don't have time to complete
employment paperwork?**

Everest can help!

Tradies Job Pack includes:

- Initial discussion with a HR specialist
- Permanent employment agreement
- Casual employment agreement
- Job Descriptions x 3
(e.g. Qualified, Apprentice, Labourer)
- Letter of offer

Optional extras available:

- Contract for Service
- Fixed Term Agreement
- Staff Handbook
- Ongoing HR Support
- Administration
Support – we can
draft the employment
documentation for you
whenever you are looking
to employ someone

Call your local Waikato Everest
Employment Specialist.

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REGISTERED MASTER BUILDERS
**ASSOCIATE
MEMBER**

 **Everest**
all about people™



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