



Harvest

CAREERS



Talent Unearthed —

Who is Harvest?

We are **Harvest Talent Recruitment & People Solutions**, a Geelong-based executive search, specialist talent recruitment and human resources firm.

Partnering with organisations, big and small, we devise, craft and deliver purposeful solutions across the employee lifecycle.

We made the decision to only do our business in Greater Geelong and South West Victoria, which has cemented us as the leading experts in the region.

Our time is spent solely on you.

The Harvest way means you will always be our number one priority. And we mean it.

We are inherently for the region and are able to advise on opportunities within the local landscape to complement our tailored careers solutions. In addition, we can provide career and industry options beyond our geographic borders.

And we understand how to make it all happen.

We welcome the opportunity to discuss our proposal in more detail and look forward to hearing back from you.

At Harvest Careers, we offer a personalised, local, and highly effective outplacement and career transition service that organisations can rely on. Our tailored solutions are designed to minimise disruption, preserve employee morale, and support departing employees as they navigate change. We provide our Careers clients with the tools and guidance they need to redefine their career goals, and tackle job search with confidence and clarity. By applying principles of positive psychology, we empower individuals to embrace their career transition with a renewed sense of purpose, equipping them to take the next steps in their journey with optimism and resilience.

Our Career Programs, launched in Geelong in 2012, were initially shaped by the economic challenges of the day. Today, we respond to the evolving landscape of work, where job losses are often driven by organisational restructures, shifts in company strategy, and the growing impact of digital and enterprise transformation. Companies are realigning their workforce to align with changes in strategic direction and the skills required for the future of work

Harvest's outplacement options can be tailored to suit all levels of the organisation, and your investment depends on the mix of elements you choose to include. Each interaction includes resources, actions and session summaries.

Employee Benefits of Harvest Careers Services

Primary benefits of a Harvest program:

Direct Access: Your employee receives accessible support from an experienced and qualified career consultant.

Local Knowledge: Our Geelong, Melbourne and Western Victoria experience, our networks and understanding of the local job market is particularly beneficial to those who wish to remain close to home.

Positive Ownership of their Career Journey: Your departing employee gains positive ownership with clear priorities to move forward.

Individually Attention: We codesign the careers program with your exiting employee. Also, if you feel there is a specific need or additional theme to cover, we are happy to discuss incorporating your requirements that may benefit your retrenched worker.

Personalised Career Roadmap: Each employee receives a customised action plan that outlines the steps to take toward securing their next opportunity, ensuring a targeted and practical approach.

Confidence Building: We provide coaching that not only focuses on skills but also on rebuilding confidence, particularly as they may have hurdles to overcome along their career journey. We help individuals feel empowered to transition smoothly into new roles.

Job Market Intelligence: Your employee gains insight into the latest industry trends, hiring demands, and skill gaps, enabling them to make informed decisions about their career path.

Support for Career Reinvention: Whether it's transitioning to a new industry or upskilling for a different role, we guide employees through the process of identifying transferrable skills for career pivots.

Access to Exclusive Job Opportunities: Through our network, departing employees are exposed to exclusive job openings and referrals that might not be publicly advertised.

Ongoing Support Post-Transition: We follow-up careers clients beyond the program to determine their success in gaining a new role or career direction.

Enhanced Employer Brand: By offering career coaching services, employers can demonstrate a commitment to the well-being of their employees, extending their duty of care to their departing team members during transition.

The Team

With 30 years of global recruitment and HR experience, Harvest Director, Maree Herath leads the way in delivering tailored career transition services. Your employee will be personally supported by Maree who will delve into the areas where greatest careers support and coaching are required. Additionally, we leverage trusted Career Partners, selected based on a Careers Client's unique needs. Our partners have extensive experience across diverse industries, from outplacement services and career coaching for senior professionals to engaging solutions for a diverse audience.

With over 15 years in the Vic South West region, Harvest also brings a long-standing recruitment history across multiple industries locally, regionally and nationally, providing strong employer networks as well as a clear snapshot of the region's industry and market trends.

The Program

We have developed a full career transition program which is primarily delivered through personalised appointments. Interactions initially focus on supporting employees through the rainbow of emotions often attached to unexpected change. Career specialists sensitively navigate this process and assist clients to embrace the positives.

Our Approach

Elements covered in our programs are outlined below:

An initial 30-minute informal meet and greet at the client's choice of location.

We allow clients to take ownership of their career transition journey. Here we can delve deeper into areas as necessary and broach topics that are not needed.

We have an indicative program that includes:

Working through Grief and Loss (1 hr)

- Illuminating the seven stages of grief
- Working through the stages of grief
- Addressing strategies and tools to move through and out of the grief cycle

Acceptance (1 hr)

- Assisting the client to accept and work through why and that they are not alone
- Clearing out negative emotions and shifting mindset

Co-design of Career Transition Journey (1 hr)

- Setting SMART goals for Career Transition
- Taking stock – Develop a Transition Checklist

Managing Change and Disruption (1hr)

- Understanding selfcare
- Awareness of family impacts and navigating available supports and resilience strategies
- Learning how to focus amidst uncertainty and ambiguity
- Mindset mastery

Preparing for Transition (1.5 hrs)

- Learning about me
 - Personality traits
 - Skills, Talent, Passion, Enjoyment
- Exploration and identification – strengths, values, preferences, drivers, transferable and technical skills

Explore and evaluate (1.5 hrs)

- Understanding the current job market and future predictions (1 hr group session available)
- Opportunity awareness where do my skills and preferences fit:
 - in the current job market
 - in choosing my own journey (self-employment, franchise, business opportunities)

Addressing the Gaps (1hr)

- Learn what is commercially valued
- Explore appropriate professional development and upskilling opportunities

Resume Preparation (1.5 hrs)

- Resume writing workshop
- Assistance with crafting a professional and targeted resume
- Tailoring a resume for specific roles
- Guide for writing a cover letter

Leveraging LinkedIn (1.5 hrs)

- Build and connect – how to build a profile and a LinkedIn network
- Navigate, leverage and utilise LinkedIn as a research and job search tool
- Engaging with your audience

Job Search Strategy and Opportunity Creation (2 hr)

- Digital job search – social media
- Prospecting – identifying prospective roles and employers and strategies of approach
- Growing maintaining and making the most of your networks
- Professional associations, employment/recruitment agencies
- Informational Interviews and leveraging opportunities with prospective employers
- Other avenues – entrepreneurship, gig work

Applications and Key Selection Criteria (1hr)

- Components to a job application
- Explore Selection Criteria and the role they play in the recruitment process
- Unpack types of selection criteria (addressing hard and soft skills)
- Approaching the response to selection criteria
- Examples of selection criteria and responses

Interview Skills (1.5 hrs)

- Purpose of an interview and the common types of interviews
- Assessment centres
- Types of interview questions
- Behavioural questions and answering behavioural questions
- Preparation and practice

The Job Search/Business Master Plan (1 hr)

- Next steps
 - finalising a flexible job search and development action plan, OR
 - develop a business plan

Accountability and Mentoring (1 hr) – open ended

- Monthly meetings to maintain momentum & provide further career coaching/guidance

Your Career Coach



Maree Herath
Director / Careers Specialist

Highly qualified Maree has undertaken formal studies in Science (B.Sci) and Business (B.Bus), training (CertIV TAE) and the Australian Institute of Company Directors' course with further professional development in economics, technology and leadership.

Maree has 30 years' experience in industry, predominantly in the provision of recruitment and HR services across, Melbourne, Perth and Hong Kong with international recruitment firm, Hudson.

A career consultant, Maree has deep experience in providing extensive training and support to people going through significant life and career transitions.

Recently awarded the Geelong Business Leader of the Year, Maree is Past President of the Geelong Business Club, sits on the Cultural and Economic Development Pillar of G21, the Strategy and Policy Committee of the Committee for Geelong, the Barwon South West forum of the Australian Institute of Company Directors and has memberships to the Geelong Chamber of Commerce (Silver Partner) and AHRI – Australia's Peak Human Resource body.

Solution Fees

Individual Coaching per person

Mix and match tailored solution - choose the most relevant parts of each element for your staff member Career counselling is costed at \$350 per hour

Open ended	15+ hours	\$6,950 plus GST per person
Seven Elements	10.5 hours	\$4,150 plus GST per person
Five Elements	7 – 7.5 hours	\$3,250 plus GST per person
Three Elements	3.5 - 5 hours	\$1,750 plus GST per person

Client Testimonials

Most recent reviews for Harvest's Careers Division

<p>"My experience with Harvest Careers has been nothing but exceptional.</p> <p>From the very beginning they have been professional and reliable. I felt they really wanted to help me and has been an extremely valuable recourse in the creating my resume as well as assisting me through the application process for graduate programs."</p> <p>By Oscar ★★★★★</p>	<p>"I was amazed with the professional service and consultation given by Ms. Maree Herath at the Geelong Diversitat job fair. I have received valuable tips and guidance with regards to preparing a resume, cover letter and also finding relevant jobs. I take this opportunity to thank her and the entire Harvest team for their effort towards resourcing and providing guidance."</p> <p>By Customer ★★★★★</p>	<p>"Harvest Careers was excellent. Positive encouraging and constructive in their guidance."</p> <p>By Customer ★★★★★</p>
<p>"So appreciate the time taken to spend with me, to update my resume and cover letter; to re-evaluate my knowledge on the way the job market needs to be approached with my now skill set. And to build my confidence and presentation to attain a new direction in my role and career. Thank you."</p> <p>By Deb ★★★★★</p>	<p>"I have been consistently impressed with Harvest Careers. Helping me with examples of Cover Letter and Resume. I found they are very friendly, intelligent and hard-working, they are really interested and available to help me with everything to start a new job. I'm sure that their efficiency will help other candidates to find a good job and also to have this important support that I had."</p> <p>By Tereza ★★★★★</p>	<p>"Harvest has been exceptional from our first meeting with skills, advice, information and sharing his own network of people that can assist me finding my next career. My consultant was extremely flexible in our meetings that suited my needs. They also provided prompt feedback on my applications and document layouts that assisted in obtaining interviews. I not only received career support with material, methods and contacts, but encouragement to keep me motivated during this difficult period. I am so grateful of the professional services received along with the personal engagement that provided."</p> <p>By Scott ★★★★★</p>

Contact Maree Herath

Director of Harvest Talent Recruitment & People Solutions to learn more

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