

**aimbig**  
bigger than employment



# Employer Handbook

Helping You Find the Ideal Candidate for Your Team

# What we're all about



At AimBig, we are a leading specialist provider of Disability Employment Services (DES) and Workforce Australia Services, offering businesses across Australia tailored, free recruitment services and expert workforce planning.

Our purpose is clear:

**"Empowering lives together."**

With over 26 years of experience, we have a proven track record of successfully supporting 35,240 employers to build diverse, skilled, and inclusive teams.

Our personalised approach ensures that we partner closely with you to understand your unique business needs and culture, matching you with the ideal candidates who will thrive both professionally and personally within your organisation.

We specialise in:

- Tailored, free recruitment services and strategic workforce planning.
- Workforce Australia services to connect you with job-ready candidates.
- Disability Employment Services (DES), helping you hire skilled employees with disability.
- Diversity and inclusion initiatives, supporting you in building a more inclusive workplace.

Whether you're seeking to diversify your team or fill a key role, AimBig is here to help you find and place the right candidate, driving long-term success for your business.

# Why AimBig?

At AimBig, we understand that every organisation has unique needs. That's why we prioritise listening and understanding.

As a government-funded service provider, our comprehensive employment services come at no cost to your business.

Your dedicated AimBig team member will guide you through every step of the process, ensuring a smooth transition for your new hire and setting both your organisation and the candidate up for mutual success.

Whether you're working with one team member or several, you'll receive consistent, professional service from start to finish.



Behind the scenes, our entire team works collaboratively to achieve your desired employment outcomes.

# What You Can Expect



# Our Partnership with You

Our partnership is built on listening, trust, and collaboration. We're committed to recruiting and supporting the best candidates to meet your unique business needs.

Our goal is to ensure every Australian has access to economic independence - matching job seekers with great employers to create a rewarding working relationship.

## Our Recruitment Process

Throughout the process, our dedicated team offers centralised support to both you and your new hire, ensuring a smooth transition and ongoing success.

### 1. Reach out

Call us or submit your job vacancy through our website.

### 2. Initial Consultation

We'll contact you promptly to understand your specific requirements.

### 3. Candidate Matching

We promote your vacancy to our job-ready candidates and provide you with the those who are the best fit.

### 4. Selection

You choose the candidate who best aligns with your role, business, and culture.

### 5. Support

We assist in organising wage subsidies or any additional support for you or your new employee.

# Our Tailored Support



No matter your business size, AimBig provides personalised services to support your hiring needs.

We're here to make your recruitment process efficient and inclusive with timely and consistent assistance at every stage.

Our team is here to ensure your recruitment process is efficient, inclusive, and tailored to your needs, with fast response times and expert guidance.

# Step-by-Step: Your Tailored Support Journey



## Job Vacancy Promotion

We quickly connect you with job-ready candidates from our extensive pool.



## Diversity and Inclusion Support

We provide coaching and guidance on diversity awareness and workplace adjustments.



## Wage Subsidies and Funding

We help you access any applicable wage subsidies and modifications to create an inclusive workplace.



## Ongoing Support

We assist with post-placement and ongoing support to ensure both you and your employee thrive in the new role.



# Why Diversity is Essential for Business

Building a diverse workplace represents a significant business opportunity, with one in four people in Australia living with some form of disability.

An organisation's diverse set of experiences, abilities and perspectives becomes a tremendous source of innovation and fresh ideas.

Research also show that:

- ✓ Most workers with disability are highly productive, less likely to be absent, and with fewer workplace accidents.
- ✓ Employees with disability are more likely to be job satisfied and stay longer with their employer.
- ✓ 86% of workers with disability have either an average or superior attendance record.

## Our Locations

With over 130 offices Australia-wide, our specialised team is on the ground to find candidates where you need them.

Scan the QR code below to explore all of our office locations.




# How to Provide Feedback on Our Services



At AimBig, we value your feedback as an important tool for improving our services. Whether it's positive or constructive, we encourage you to share your thoughts with us.

You can easily provide feedback through our regular surveys, or if you prefer, we have a formal process in place to ensure your voice is heard and your suggestions are considered.

You can contact our National Customer Contact Centre through any of the following:

 **1300 034 997**

 **Website - Contact Us**

 **experience@aimbigemployment.com.au**



# Our Story



AimBig, part of the Arriba Group, has a long history of working with employers.

In 1998, Marcella Romero founded Rehab Management to make a difference in the lives of vulnerable people – with a vision to empower individuals to engage in their recovery or positive life changes to achieve their goals.

Rehab Management grew as an award-winning workplace rehabilitation, injury and early intervention service provider.

In 2018, after a successful appointment to the Disability Employment Services (DES) panel, AimBig was established to expand the Arriba Group’s portfolio, with a mission to serve those with a disability to find employment.

In July 2022, AimBig grew its offer to provide Workforce Australia services in the Mackay and Darling Downs.

Today, the Arriba Group continues to be recognised as a market leader across employment services and has been honoured via numerous awards, including the AFR Boss Most Innovative Companies list for the past four years.

# Our Values



As an award-winning company in the areas of leadership, health and innovation, we prioritise our services to be provided professionally, effectively, and impactfully.

Our purpose, “Empowering lives together,” vision and mission are delivered with our values at the forefront.



## Customer-focused

We deliver exceptional customer service for all those we deal with.



## People-passionate

Putting people first. People are the core of everything we do.



## Quality-oriented

Our solutions measure and deliver proven outcomes.



## Dynamic and Agile

Forward thinking keeps us ahead of the pack, we build fast, learn fast, adapt fast.



## Innovation-driven

We challenge and disrupt to drive purpose driven innovation.

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At AimBig, we are committed to maintaining the highest standards of privacy and confidentiality for all participants, hosts, and employers we work with. For detailed information on our Privacy Policy and how we collect, use, and disclose information, please refer to our Privacy Policy available on our [website](#).

## Contact us today



1300 034 997



[www.aimbigemployment.com.au](http://www.aimbigemployment.com.au)



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to visit the AimBig  
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