



Info Sheet Recruitment

“Recruitment” is a word that can generate a headache in many organisations’ vocabulary. Almost every business has experienced the sting of using an agency to source an individual, only to find that within weeks it was money wasted – pure profit down the drain.

How HR Advantage can help...

At HR Advantage, we firmly believe that recruitment is a process and by using our structured and proven approach, the risk of employing the wrong individual is greatly reduced.

Features

We uniquely focus on four key stages - (1) preparation, (2) selection, (3) the offer & legal documentation and (4) settling-in the successful candidate. These stages include actions as follows:

- Create an accurate job role requirement with you.
- Develop a plan to attract suitable candidates.
- Manage all candidate responses and conduct all initial interviews.
- Attend all subsequent interviews.
- Undertake all agreed psychometric and skills tests.
- Provide consulting to assist with your final selection list.
- Assist you in negotiating with the chosen candidate.
- Where available, check all of the candidate’s data (subject to Data Protection rules).
- We prepare all legal documents providing you with maximum cover.
- Contact and verification of provided references.
- Where required, Criminal Records Bureau and pre-employment medical screenings.
- We can also include the completion of any administration, e.g. payroll, benefits, pensions, etc.
- Manage the induction process, provide an employee handbook and conduct regular visits during the first three months to ensure the candidate is meeting expectations and that they do not have any questions/reservations.

Benefits

- The process is built to provide the best candidates available for a role.
- Candidates are highly matched to your requirements.
- You are freed from the initial, time-consuming task of advertising, agency selection and first round interviews.
- We are specialists, trained in employment law and interview techniques.
- You get regular feedback during the first 3 months on the position filled and, therefore, can address or raise issues that may lead to failure.

For further information on this topic or any of our other services please contact us by telephone on **+44 (0) 1494 451681** or via email at contact@hradvantage.co.uk