

recruitment and selection

Finding and keeping the right people for your business is vital, but it can take a lot of time to organise an effective recruitment campaign.

We can help you at all stages of the recruitment and selection process.

How can we help you?

Whether you want advice on the process, someone to handle the paperwork or an on-site interviewer to assist you with a particular vacancy, we can help.

From writing a job description to putting together the offer letter, we have extensive experience of recruitment at all levels and in a wide range of industry sectors.

Our recruitment services include:

- writing job descriptions and person specifications
- preparing advertisements and liaising with agencies
- handling all responses and communication with candidates
- screening applications against agreed criteria and in accordance with equal opportunities requirements
- producing shortlists
- providing interviewing support
- dealing with pre-employment checks (reference and medical information)
- providing advice on salary and benefits packages
- preparing and issuing offer letters and employment contracts
- providing effective induction support.

Our aim is to provide you with the high quality and responsive recruitment service you would expect from your own HR Manager.

Support

Agencies tend to simply provide CVs and leave you to select and interview. We provide a full interviewing service, including the design of interview questions and structures and other assessment tools where appropriate. We interview all candidates ourselves, and provide on-site practical support to you at second interview stage. This means that you can concentrate on assessing the candidates and coming to a successful selection decision.



Training for your managers

Many managers are not aware of the legal responsibilities that apply from the very start of the recruitment process. Anti-discrimination laws cover every step of the advertising, shortlisting, interviewing and selecting activities that your managers are involved in. This means that you could face tribunal claims, even from applicants you decided not to interview.

Our recruitment and interviewing skills workshops can give your managers the information, skills and confidence they need to recruit and select the right person as well as staying on the right side of the law. From short, half day workshops to 2 day interviewing skills courses, we can help you protect your organisation and increase the chances of you finding the right people to help your company grow and succeed.

From just £150 per delegate, these courses are good value and teach recognised good practice. A typical session is shown below.

12.00pm

Lunch and introduction to session

12.30pm

Understanding what you are looking for in potential candidates: what will differentiate the best candidates from the rest?

12.45pm

Preparing an effective interview structure (whether you are interviewing alone or with colleagues)

1.00pm

Using questioning and listening techniques to gather relevant information and to check for evidence of skill/experience requirements

1.45pm

How to make a reliable selection decision

2.00pm

Induction planning - ensuring a good start for your new team member

2.20pm

Final questions

2.30pm

Close

Recruitment policies & procedures

Does your recruitment policy comply with good practice? Are you aware of the employment law and data protection principles that affect the way in which you handle candidate information?

We can update or introduce you to a set of recruitment policies and procedures that will protect your organisation from risks and improve the quality of your recruitment decisions.

Fees

Not surprisingly, our fees vary according to the type and level of job being recruited and how much work you want us to do. In most cases, fees range from 25-30% of first year's remuneration. In addition, any advertising costs will also be re-charged to you if we arrange this. We will give you a clear indication of costs before we start work.

Next steps

If you would like to discuss your recruitment needs in more detail, please contact one of the People Management team below. Alternatively, for more information on the HR services we provide visit www.smith.williamson.co.uk/peoplemanagement or call our HR helpline on 0117 376 2076.

For further information:

Contact	Direct line	Office	Email address
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Please visit our website for further information:
www.smith.williamson.co.uk

Offices: London, Belfast, Birmingham, Bristol, Glasgow, Guildford, Salisbury, Southampton and Worcester.

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