



---

## Recruitment Outsourcing

The success of any company largely depends on having the right people in place, with the right skills and abilities to fulfil their job responsibilities. Recruitment can be a time consuming task and selecting the wrong candidate is likely to impact business performance. Ask yourself:

- Is recruitment administration impacting heavily on your time?
- Are you concerned about the financial impact recruitment costs have on your business?
- Do you have concerns about complying with employment legislation during the process?
- Need to recruit confidentially?

We have a team of experts available to support you through your recruitment needs and to give you the necessary advice and guidance to meet your recruitment objectives. We offer an individual recruitment package tailored to you according to your needs.

Our service can include:

- ▶ Preparation for the recruitment – we write the job description, person specification, produce you an application form and even the advert for you
- ▶ Handling Enquiries – whether this is answering phone calls or emails, sending out applications or collecting responses we can save you days of effort
- ▶ Preparing for the interview – let us help you with the interviewing dos and don'ts including writing the questions for you to ask
- ▶ Support after interviewing – let us send out the regret letters and undertake the employment checks like confirming references.

---

“I have never looked forward to a recruitment campaign more than this, as I know I don't have to take all the calls and answer all the enquiries” Ian Newman, Corrotherm International”

---

Call Now **0845 389 3505**



'Do Business, Not HR'

