

Hiring new staff is never easy
– this is how we'll make your
life easier.

IDENTIFICATION & UNDERSTANDING

We work with you to identify and understand your recruitment needs. We spend time learning about your company, its structures, systems, culture and values. We speak with the relevant staff to understand the position we are recruiting to, in order to understand it's: relationships, key deliverables, the requisite technical skills and softer requirements like the dynamic of the team to which the role belongs. We also provide you with practical advice on how you might improve your recruitment process to ensure it is accessible, equitable and inclusive. Once we have identified and understood your recruitment needs, we clarify your expectations and negotiate terms of business which protect your investment and are commensurate with the work we carry out for you.

SOURCING

We work closely with a large network of trusted referral partners who recommend suitable candidates to our services. If the talent you are looking for does not exist within our existing recruitment pool, we do what other recruiters don't do and market your vacancies within job centres, prisons, probation services, community centres, day services, local authorities and other third sector partners who run ready for work programmes to ensure the right people see your vacancies. We then fast track the screening and registration of interested candidates to ensure that your company can meet with them as soon as practicable.

SCREENING

We conduct a thorough screening process to ensure any candidate that we introduce to you is work ready and suitably qualified. Important information such as, unspent convictions is collected at this point. We also identify other barriers to work like motivation, housing, alcohol (and other drug use), and make an honest assessment regarding the candidate's readiness for work. We do not represent candidates who fail to provide us with complete and accurate information regarding their past or current situation. We conduct a thorough risk assessment to ensure that our candidates are ready for work and you have all the relevant information to make informed decisions when shortlisting our candidates.

INTERVIEWS

You should offer our candidates interviews on the merit of their application. We expect that our candidates will go through the same competitive process as every other candidate. If you invite our candidate to interview, we ensure that the candidate is prepared to give their best performance on the day.

FEEDBACK

We encourage and welcome feedback on our candidate's performance at interviews. This enables us to understand their strengths and any areas for improvement. If a candidate is required to disclose an unspent criminal conviction and you have further questions around the circumstances leading to their conviction, the conviction itself, or what action the candidate has taken to rehabilitate themselves, we happily provide clarification where appropriate. We realise that these conversations can be challenging for both parties but that it is necessary for employers to know all the facts before they commence the shortlisting process and/or make an offer of employment.

SHORTLISTING

You undertake your standard shortlisting process; we are confident that our candidates measure up.

OFFER

Offers should be made to candidates on the merits of their application and performance at interview. Once an offer is made, we table this with the candidate, to ensure they understand the terms of the offer and to confirm acceptance.

VERIFICATION

We provide you with the relevant identification documents and referee details to verify the candidate's identity, character, education, qualifications, work experience and skills.

JOINING FORMALITIES

We facilitate the signing of an employment contract and work with you to provide the candidate with the information they need to start work.

POST-PLACEMENT SUPPORT

We contact the relevant person within your company, after the candidates first day, to check that everything went as planned. We continue to check in with both parties, at the end of every week for the first four weeks and, once monthly thereafter or until everyone is comfortable that the placement is a good one and that our assistance is no longer required. At any time your hiring manager can get in touch with us to discuss any concerns they might have regarding a candidate and we provide the candidate with the support they need to sustain their placement.