

Human Resources Services Recruitment Plus Programme

What Is It?

The EBS Recruitment Plus Programme is a fully managed service designed for Directors and Senior Managers who want to ensure that they get the most out of every recruitment activity, but want a professional provider to take them to the short list stage, with pre-interviewed candidates to select from.

The programme incorporates up-to-date coaching techniques coupled with experienced functional expertise to develop a detailed brief for the role to be filled – including job and people specifications. We would then agree an advertising profile and place adverts as needed and deal with all the responses. An initial sift would be done, followed by a first round of interviews conducted by one of our HR specialists. You would then be presented with a recommended shortlist of four or five individuals – together with a report on each candidate.

All you have to do is the final interview and make a selection.

What are the advantages to my organisation?

- **Being Legally Compliant:** There is a whole host of employment legislation that impacts on the recruitment process, whether it is deciding how to deal with an applicant who is blind, or one aged 63. These are just some of the scenarios that will face most employers – and by using Recruitment Plus we will ensure that the recruitment campaign keeps you on the right side of the law. We will also ensure you are aware of all of the relevant legislation to deal with that final set of interviews.
- **Getting the Best Person for the Job:** This is the one area you can still 'discriminate' about – finding the best person for the job. This may sound obvious, but unless you put the effort in to consider what the job actually requires, you will never be guaranteed to get the best person for the job. We will use the initial brief to ensure we have all the information we need and good interview preparation will ensure that we weed out all of those who do not meet the requirements of the job. We will not put someone on the shortlist for you to interview unless we are happy that they can 'do the job'.
- **Best Fit for Your Organisation:** Whilst we are guided by best practice, our approach to your recruitment will be tailored to the needs and demands of your business. If you do not have suitable policies in place, we will never try to shoehorn a standard document or policy into your organisation; we will always customise such documentation to fit the specific requirements of your industry and business.

What Is Included?

One of our EBS HR experts would work with you to take a detailed brief of the vacancy, so that a complete job and person specification can be written.

A job advert will be drafted for your approval, and agreement reached on where to advertise. EBS HR is not a recruitment agency so we do not have databases of CV's that we are trying to place with you. We will be acting on your behalf throughout the recruitment process and will be seeking the very best candidates.

Our HR team will be the point of contact for all initial enquires from applicants about the role and we will undertake an initial sift to remove those who do not meet the essential criteria. We will also process rejections of those who do not get to the first interview stage.

We will then interview a sufficient number of candidates to enable us to prepare a detailed shortlist of candidates for your final round of interviews. Our HR expert will then brief you, in person, on the short-listed candidates, including any issues that we believe you need to satisfy yourselves of at the final interview.

We will set up the final interviews with the candidates and provide the unsuccessful candidates with any relevant feedback.

What Does It Cost?

The tried and tested EBS Recruitment Plus Programme is a tailored programme and the final cost will be dependant on how the programme is set up. **A typical programme will be charged at the rate of 12% of the basic pay for the role being recruited, plus interview expenses and VAT.** Where EBS place an advert on your behalf that will be charged back to you at cost price.

If you require additional services such as psychometric testing or the final selection to be run as an 'assessment centre', then we would be happy to quote you an inclusive price before we start the campaign.

About EBS Human Resources Services

EBS Human Resources is a specialist area of service from EBS Management Resources, a multi-disciplinary provider of business support services to companies with 15 - 100 employees. Service portfolios are provided for the key functions of Human Resources, Occupational Health, Health & Safety, Marketing, Sales, Financial and General Management. EBS clients cover a wide range of industries and include Dayla, Bucks Net Services, Nottingham Forest Football Club and Red Door Communications.

The complete set of Human Resources services includes:

- Level 1 – Platform
- Level 2 – HR Management Support
- Level 3 – Training
- Level 4 – Enhancing Performance
- Level 5 – Strategic Human Resource Management
- Level 6 – Employment Law - Tribunal Case Handling

For more information on this service, please contact us on 01844 211084, or visit our website: www.ebs-hr.co.uk