HR PRODUCTS AND SERVICES

RECRUITMENT AND SELECTION

Many business owners find that filling staff vacancies can take a great deal of time and effort. Critchleys HR and Payroll can remove the administrative hassle and minimise the legal risks of recruitment by acting as your virtual HR Manager.

We are not a recruitment agency and therefore will not charge agency rates. A recruitment agency will normally ask you for 15% to 30% of the employee's starting salary (ie, a minimum fee of £3,000 for a £20,000 vacancy.)

Instead, we offer fixed price packages for the work we do ... it is your choice whether you would simply like some advice and guidance or want us to carry out all aspects of recruitment and selection.

Package 1 **£397**

What is included:

- Meeting with you to gather information about the vacancy
- Draw up job description, person specification and job advert
- Advise on cost-effective methods of recruitment
- Post advert with job centre, free internet sites
- Provide guidance on legal aspects of short listing and interviewing

Package 2 **£597**

What is included:

- As per Package 1
- Advise on interview questions and tests
- Reply to all applicants
- Initial sift of candidates
- Shortlist candidates with you
- Reply to rejected candidates (to reduce discrimination risks)
- Invite shortlisted candidates to interview
- Provide reject and offer letters

All fees are subject to VAT. Fees quoted are current at time of printing and may be subject to change after 1 June 2011.

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Additional Services (£95 per hour)

- Conduct interviews with you or on your behalf
- Administer tests and report results
- Coach managers in interviewing techniques

Advertising on Paid Websites/Specialist Journals

We can also place your adverts on paid jobsites/specialist journals at cost price on your behalf. Fees for research and administration will be charged on a time used basis at £95 per hour.

What's not included in our Service

Please note that although we will do everything we can to ensure that your vacancy is promoted to the right candidates, we cannot ultimately guarantee that your vacancy will be filled. In the unlikely event of this happening, we will offer to rerun the recruitment exercise. We will only charge for the additional time taken and provide a 20% discount to our hourly rate.

Benefits of using our Recruitment and Selection Service

- Frees up your time from recruitment and selection administration
- Provides you with an experienced HR Adviser to ensure you recruit the best
- Ensures that the selection process is fair and legal
- Protects you from unfair discrimination claims from candidates
- Offers an extremely cost-effective solution

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