



# Recruitment Services

At the HR Services Partnership we act as your HR team, managing as much or as little of your recruitment as you want. From providing administrative support to drafting interview questions, in-tray exercises and more, we can help you make the right recruitment decisions. Our experience of recruitment handling is extensive and ranges across a wide variety of roles as well all aspects of the recruitment process. Our flexible approach means we can offer support in any or all of the recruitment process.

## A guide to our services

	Recruitment essentials	Executive service	Total solution
Planning meeting to discuss your requirements	✓	✓	✓
Salary benchmarking			✓
Drafting the job description and person specification	✓ (optional)	✓	✓
Designing the application pack	✓ (optional)	✓	✓
Drafting the advert and sourcing suitable advertising	✓	✓	✓
Handling the response during the advertising period	✓	✓	✓
Assisting with the long and short listing process		✓	✓
Arranging interviews and assessment centres	✓	✓	✓
Liaising with unsuccessful applicants and providing feedback		✓	✓
Preparation of selection material including interview questions and relevant test		✓	✓
Personality profiling			✓
Attendance at interviews and assessment centre			✓
Manage the job offer negotiations including the preparation of contract of employment and references			✓
Equality and Diversity online survey and statistics		✓	✓
Guidance regarding the induction process			✓



## Working with partners

The HR Services Partnership is not an advertising agency or a recruitment consultancy, which means we have the flexibility to meet your needs in whichever way helps you best. There will be occasions where it is more beneficial for applicants to be sourced through a recruitment agency but you still need support with other aspects of the process – so we can help. Or if you want to recruit in-house and need help with managing the process - we can help.

We work closely with an advertising agency in order to source the most suitable advertising package and frequently use job boards such as CharityJobs and the Guardian amongst others.

## Costs

Providing such flexible support means that you can tailor what you receive to suit your budget. Following an initial discussion regarding the role and the level of support you are looking for, we will be able to provide you with either a fixed price or an estimate of the cost of the project. Any costs associated with our partners may be charged separately to our fees. These will be clearly highlighted to you prior to commencement of the work.

## Why choose us?

- Qualified experienced HR professionals will be managing your campaign
- Additional capacity is available when you need it
- Flexible involvement to suit your needs
- Dedicated consultants to ensure continuity
- On-site support when required
- Ability to hold your application pack on our website free of charge

### "Highly competent, flexible and friendly"

The Society of the Little Flower has been using HR Services Partnership since 2007. During that time we have made use of a variety of the services they offer from basic advice to relocation/redundancy consultation, recruitment and training, grievance and disciplinary. The response to all queries is fast, helpful and friendly; their advice is clear and comprehensive; their support invaluable. For organisations too small to field their own HR department, you cannot do better than enlist the services of HR Services Partnership for a competitively priced, highly competent, flexible and friendly service.

**Miranda Litchfield, Director –  
The Society of the Little Flower**