



Recruitment Service

Getting the right people working for you is crucial to the success of your business, but finding them and recruiting them is a lengthy, time consuming process.

At Consensus HR, we can undertake a part or all of the recruitment process for you – taking away the stress and time commitment so that you can go back to running your business and looking after your customers, thus allowing you to be as involved as you want to be in the process.

We can:-

- 1) Develop a job description/ job advert with all the key responsibilities and skills required
- 2) Place advertisements and liaise with recruitment partner companies (re job boards etc)
- 3) Undertake initial screening/ shortlisting of candidates from CVs and telephone interviews
- 4) Design interview guides and selection criteria
- 5) Undertake 1st interview; 2nd interview; assessment
- 6) Prepare offer letter and contract
- 7) Provide references
- 8) Draw up initial induction.

We can be involved in as many or as few stages of the process as you wish us to be.



Fees:-

Fees vary dependent on what stages, seniority & uniqueness you wish us to fulfil for you whether it is one, two or eight of the options available overleaf and as part of our Recruitment Service.

Contact us now to have a no obligatory discussion with our Recruitment specialist who will discuss fully your requirements and how we can support you and your business in finding the right talent for the role(s) and company.



Consensus HR, BTC, Bessemer Drive Stevenage, Herts, SG1 2DX

Telephone: 01438 310062

Email: matthew@consensushr.com

hayley@consensushr.com

Web: www.consensushr.com

