



## **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:-**

Fee may vary dependent on seniority and uniqueness of position.

### **Consensus involved in stages 1-3:**

11% of starting salary (up to £35k)

15% of starting salary (over 35k)

### **Consensus involved in stages 1-4**

12% of starting salary (up to £35K)

16% of starting salary (over £35k)

### **Consensus involved in stages 5-8**

Interviewing / assessment £90 per hour (minimum 2 hours)

Offer letter and contract £100

References £50

New recruit Induction £70.

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