

Tailored cost effective solutions to reduce your business risk

HR Solutions

...providing flexible outsourced support



Recruitment Process Management

An Overview of Recruitment Process Management

Within many organisations there is typically an employee who has the responsibility for managing the recruitment process and associated documentation. Recruitment process management is effectively the outsourcing of the administrative aspect of this role to a specialist consultancy. This removes the transactional activity associated with recruitment and selection and enables the organisation to better utilise their internal resources.

Using the services of recruitment specialists also ensures that you as the client are provided with the most competent candidate.

The outsourcing of the Recruitment Process Management offers improvement in quality, cost, service and speed, enabling you to achieve economies of scale from recruitment processes.

Why HR Solutions?

HR Solutions has extensive experience of recruitment management across a wide variety of industry sectors and roles, with proven expertise in every aspect of the recruitment lifecycle. We also have in house HR Specialists who fully understand your needs and how to manage recruitment campaigns to reach your objectives.

We have a dedicated resourcing team, who ensure that your company image is well represented throughout the campaign, with all interactions with potential candidates being polite, professional and courteous, ensuring that the experience is efficient and burden free.

Our dedicated resourcing team can provide tailorable services dependant on your requirements that can be stand-alone or fully integrated with your in house processes.

HR Solutions has specific expertise in:

- Volume Recruitment Outsourcing
- Specialist Project Management
- Experienced Project Managers

The Recruitment Process Management service we provide can be as straightforward as short listing candidates CVs, or more complex, full campaign management from initial candidate attraction, through to the design, build and running of assessment centres.

How can we help?

We can work with you to conduct a job analysis exercise where we will identify the type of candidate you are after based on skills and experience and help you write a job description and person specification to ensure that you attract the right calibre of candidate, including the designing of your recruitment advert and discussing the best possible advertising placement.

This ensures that HR experts manage every aspect of the recruitment process and that a constant and co-ordinated approach forms every part of the programme, thereby reducing cycle times, minimising recruitment costs and increasing the effectiveness of the whole campaign.

We will manage your recruitment campaign, dealing with all initial queries and calls from agencies attempting to sell you their services.

We will be able to prepare an initial shortlist of candidates based on the applications received and your pre-determined criteria, saving you valuable time and effort.

If required, we can design and deliver assessments centres to provide a more detailed overview of the candidates for selection.

The Benefits

Working with HR Solutions as your outsourced Recruitment Process Management service providers you will be able to achieve a range of significant and sustained business benefits, which include:

- **Securing the best talent**
Competition for the most talented individuals is increasing. Organisations need to secure the best people quickly and efficiently to help them build competitive capability
- **Cutting recruitment costs**
By transforming processes, utilising best practice, and replacing a fixed cost base with a variable charging structure, significantly reducing the cost of recruitment
- **Removing the administrative burden**
The burden of operational recruitment activities is removed, freeing organisations to focus on value-creating and strategic activities
- **Management time freed up**
By far the biggest 'hidden cost' in recruitment is the time line managers spend on dealing with unsolicited agency calls and e-mails, reviewing and shortlisting applications and, in particular, conducting interviews with inappropriate candidates. Removing all the time consuming and non value added elements of recruitment will free up management time to concentrate on core business activities.
- **Placement Time Reduced**
Acceleration of your recruitment cycle, ensuring that the average time that it takes to hire candidates is reduced - so key, new employees will be contributing to your business sooner.
- **Enhancing your company's reputation**
Potential employees will form an opinion on a company through their recruitment experience as an applicant to that company. HR Solutions ensures that every candidates experience is a positive one, even if their application is unsuccessful.
- **Flexibility**
Outsourcing your recruitment requirements helps you ride the peaks and troughs in recruitment demand, with the flexibility to turn on and off the services as you require.

Overview of Administrative Services

- Job and candidate profile creation
- Advert design
- Candidate attraction
- Candidate pre-screening
- Interview co-ordination
- Feedback management
- Offer management
- Background checking
- Assisting with the 'on boarding' of new employees