

# A Guide to Hiring Temp to Perm



Mitigate the risks associated with hiring.

Our hybrid recruitment solution gives you further flexibility over your hiring process, providing the opportunity to trial candidates before making a long term commitment.

## Employer Guide



smith  
AND REED  
RECRUITMENT



# An Introduction to Temporary Staffing with Smith & Reed

What this guide will cover:



An overview of our Temp to Perm Staffing Solution



The benefits of using Temp to Perm staffing



The Temp to Perm Recruitment Process



Our Pricing for Temp to Perm Staffing





# An overview of our Temp to Perm Solution

We help you remain flexible, whilst ensuring the perfect fit for your business:



## A Dedicated Account Manager

who will work with you to find the right candidates for the role, and monitor feedback, ensuring the best decision is reached.



## CV Screening & Vetting

Our consultants will ensure only suitable candidates are put forward based on the job specification provided.



## Trial Period

Before you make a commitment, you can trial the candidate for a period. After this period expires, you are able to take the candidate on free of charge.



## Conduct Telephone Interviews

An interview to initially check CV & Work history.



## Online Timesheets

Our online portal allows you to authorise hours from any place, at any time, on any device.



## In House Payroll

our payroll department looks after all aspects of the payroll, until you are ready to offer a permanent position.



## Organise Face to Face Interviews

Once the candidate has been vetted, an initial interview has taken place and you are happy to move forward we will organise a face to face interview. This can be conducted on site or at the Smith & Reed offices.



## Access to Job Board Advertising Spend

We will cover advertising costs, and you will only be billed on placement of a successful candidate.





# The Benefits of using a Temp to Perm Hiring Solution

## Try before you Hire

A strong CV and a promising interview may not always convert into a good hire. This solution allows your business to test how the candidate performs in practice, within your team and within the role.

" I have been blown away by your three staff. They've been awesome this week,  
Thank you"

Happy Client

## Spread Costs

Instead of a one off introduction fee, you will be charged weekly during the trial period, allowing your business to spread the costs of the hire.

"Thank you for all your help, the candidate was a great credit to your agency"

Happy Client

## Reduce Training Burden

Once you have decided to offer a permanent contract, the bulk of training will have been completed, and a full induction will be a much easier process.

" Thank you for making me believe in recruiters again"

Happy Client

## Trial a New Role

Not only can you trial a candidate, this solution also allows your business the opportunity to test a completely new role, before making a long term commitment.

## Lower Risk of a Bad Hire

Training costs, rehiring costs, and loss of performance are just a few of the significant costs associated with a bad hire. By trialing the candidate, your business will mitigate these risks.





# Our Temp to Perm Hiring Process

Our expert consultants work alongside your business, to provide feedback and support whilst you trial the new candidate:



## Register your Vacancy

You tell us the nature of the assignment, the job description, and the number of workers required



## Contact

We take time to understand your business, your team, and your culture ensuring we find the right fit for you



## Advertise

Your role will be advertised across job boards. We will allow you access to our advertising spend, meaning your costs will be covered until a placement is made



## Screen

Our experts will screen all application and CV's, forwarding only relevant and appropriate candidates.



## Interview (All Stages)

We will facilitate interviews at all stages, as well offering a space for you to hold interviews at the Smith & Reed offices.



## Trial Period

Before committing to offering a contract of employment, the candidate remains on our payroll as an agency worker. During this period you will decide if the candidate is right for your business.



## Offer Permanent Position

If feedback is positive on both sides, and you are now ready to make a commitment, you can offer a permanent contract of employment. This is free of charge after the trial period expires.



## Follow up

We provide staged follow ups to ensure your new team member is settling in, and expectations have been met.



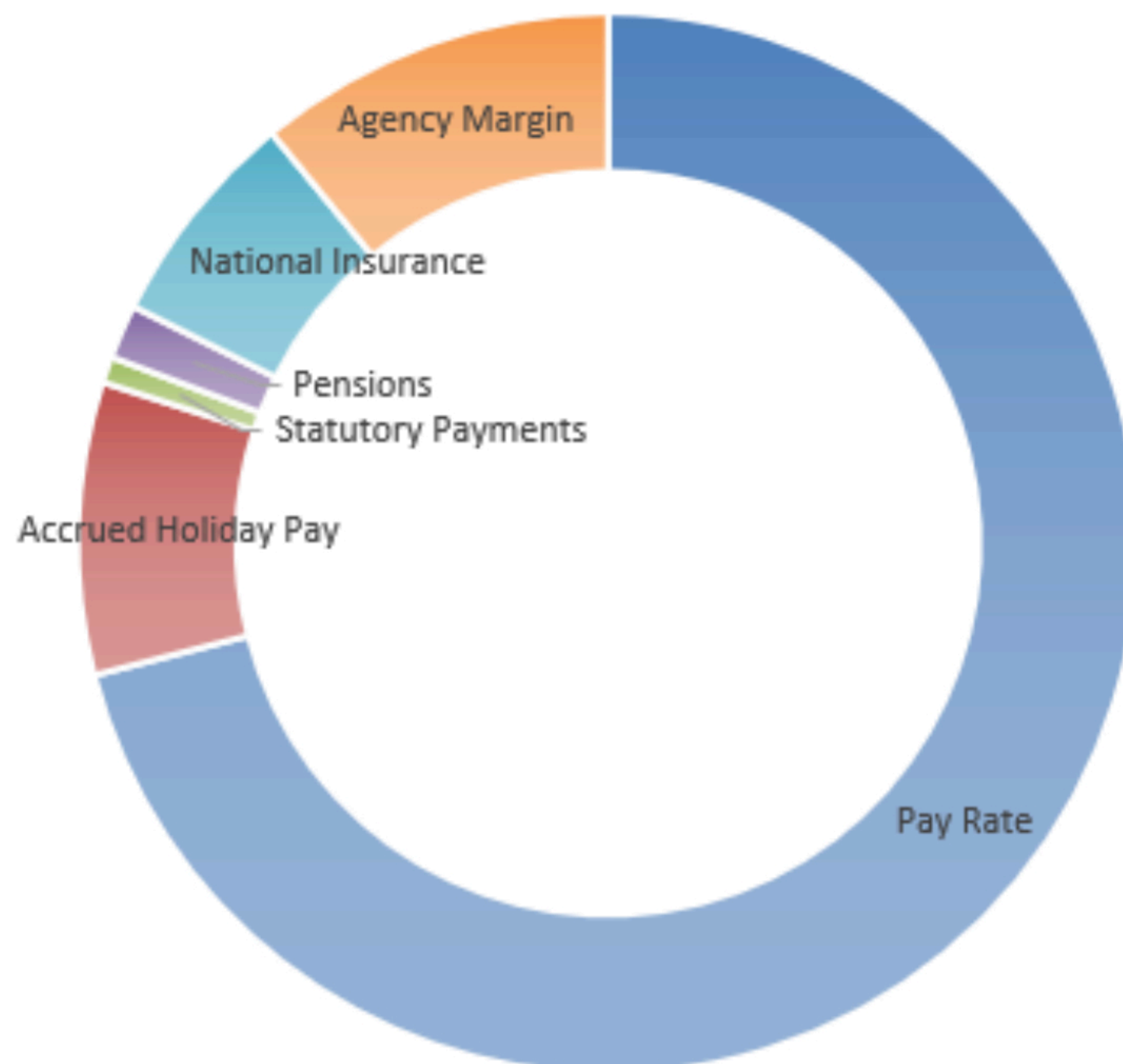


# Pricing & Billing

During the trial period we work on a pay as you go model. This means you spread the cost of the hire over the trial period, as opposed to receiving a larger one off invoice.

Our charge is based on the amount of hours completed by the worker, and we will invoice you weekly.

We aim to be as transparent as possible with our pricing. Our charge is made up of the following:



If you are unsure what pay rate would be appropriate for your vacancy, our recruitment experts will be more than happy to advise.

If you choose to offer the candidate a permanent contract before the end of the trial period, a scaled charged will be due, based on the annual salary, and the amount of the trial period remaining.

## Billing

Use our online timesheet platform to authorise timesheets uploaded by the workers we provide to you.

We pay our agency workers weekly, so you will receive weekly reminders to authorise their timesheets, to enable us to process payments.

Once timesheets are authorised, you will receive an invoice for each week.

