

A Guide to Temporary Hiring



Add flexibility to your workforce with a staffing solution designed to suit your business needs.

Employer Guide



An Introduction to Temporary Staffing with Smith & Reed

What this guide will cover:



An overview of our
Temporary Staffing Solution



The benefits of using
temporary staffing



The Temporary
Recruitment Process



Our Pricing for
Temporary Staffing



An overview of our Temporary Staffing Solution

Our Service:



A Dedicated Account Manager who will deal with any requirements you have, source and shortlist candidates.



Flexible & Proactive Approach to support your business needs and existing recruitment structure. Ensuring a regular supply of suitable staff and consistency of workforce.



Dedicated Resourcer responsible for ongoing advertising and procurement of suitable candidates to ensure cover of all shifts.



In House Payroll our payroll department looks after all aspects of the payroll from paying workers to submitting to HMRC as well as ensuring all invoicing and pay queries are resolved quickly.



Induction Management We are able to carry out any necessary induction procedures at our offices in preparation for you assignment. All completed induction paperwork can be provided to you on booking start date.



Candidate Compliance Checking System ensuring all candidates are fit for purpose, matching the role in question with relevant right to work and ID documentation.



An overview of our Temporary Staffing Solution

Our Service:

Industry Specific Testing

Including:

- Numeracy & Literacy Skills
- Industry Specific Compliance
- Colour Blind Testing
- Dexterity
- Attention to detail



Monitoring and Reporting System

To ensure Agency worker regulations are monitored and compliant.

Individual flagging system of all Smith and Reed agency workers to ensure AWR legislation is met. Checking working times, breaks and lengths of service by the usage of bespoke software and reporting procedure.



Online Timesheets

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



The Benefits of using a Temporary Staffing Solution



Scale up Quickly

Whether you are startup or have a large upcoming project or order, supplementing your workforce with temporary agency staff can be a great way to scale up fast!



Speed up Hiring Process

Temporary workers can start within days. There is no long interview process or notice periods.



Control Costs

The flexible nature of temporary staffing allows you to keep your staffing costs fluid to stay in line with budget requirements.



Sickness or Holiday Cover

Find temporary staff at short notice to cover holiday or sickness period.



No Commitment

A temporary worker can be engaged on a short or long term basis, so that your business can stay flexible.



Specialised Skill Sets

You will gain access to a varied talent pool of specialised skills and diverse experiences.

“Thanks for your flexibility, we have an ever changing landscape here with contractors so it means a lot”

Happy Client

“Many thanks for all your support over the past few months, with lots of changes, last minute scrambles to find 100’s of staff by the next day (!!) – we really appreciate it!!”

Happy Client

“Thank you so much for your help! I was very unsure of using an agency to help find maternity cover, but you made it very straight forward. I will not hesitate to come back to you if we need to use an agency in the future.”

Happy Client



Our Temporary Staffing Process

Simple, transparent and tailored to your specific vacancy requirements.
We manage your hiring so that you can focus on your business.



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 and requirement



Resourcing

We find suitable workers to fulfill your requirement



Manage

We manage communication and ensure availability throughout your assignment, replacing or adding workers when necessary



Record

Timesheets are recorded online, ready for payment and billing



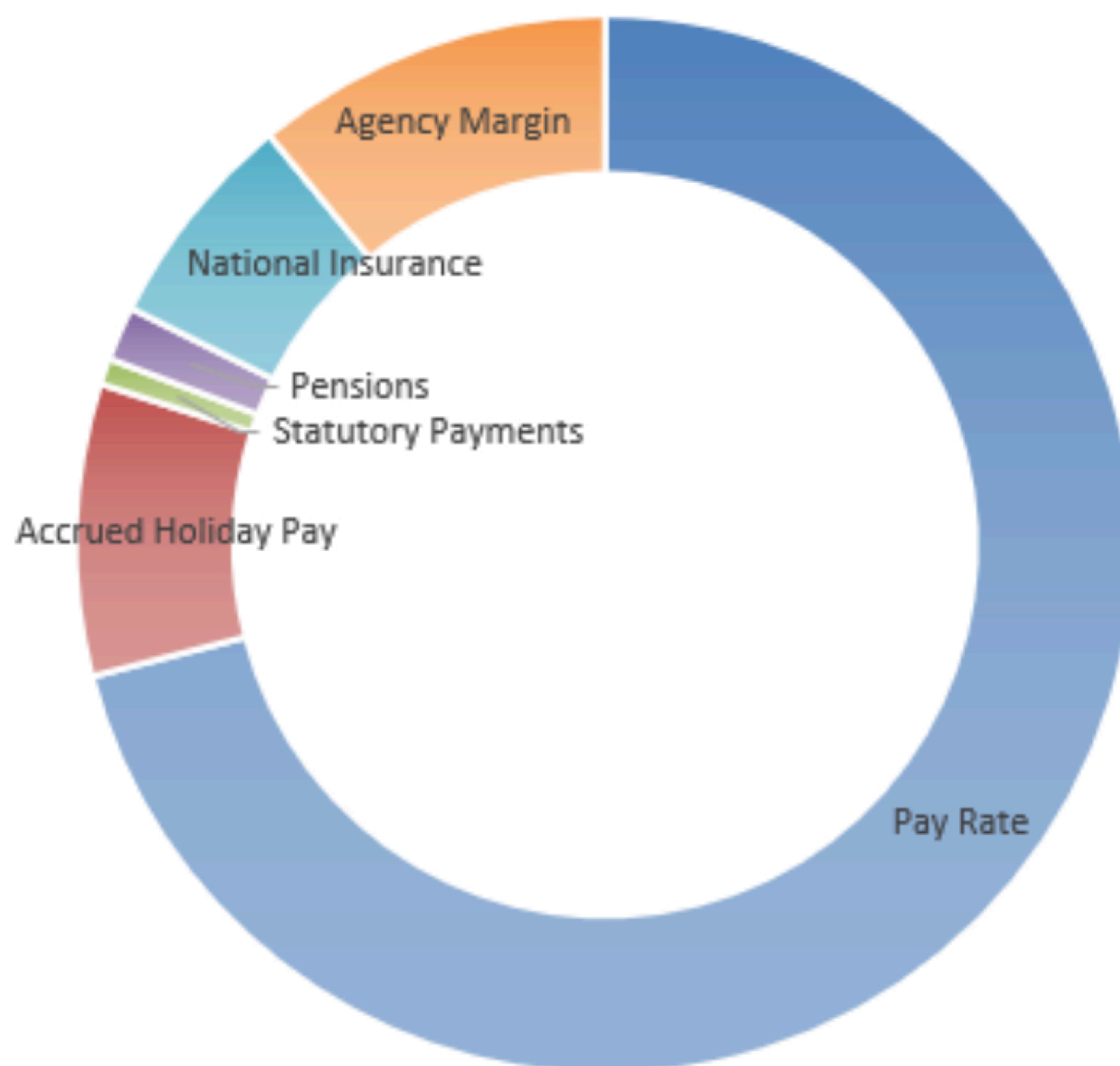
Pay & Billing

We pay the worker via our in house payroll department, and send your weekly invoice



Pricing & Billing

We work on a pay as you go model. This means you pay for the amount of temporary staffing you require as you need it. Our charge is based on the amount of hours worked 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 help advise .

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.

