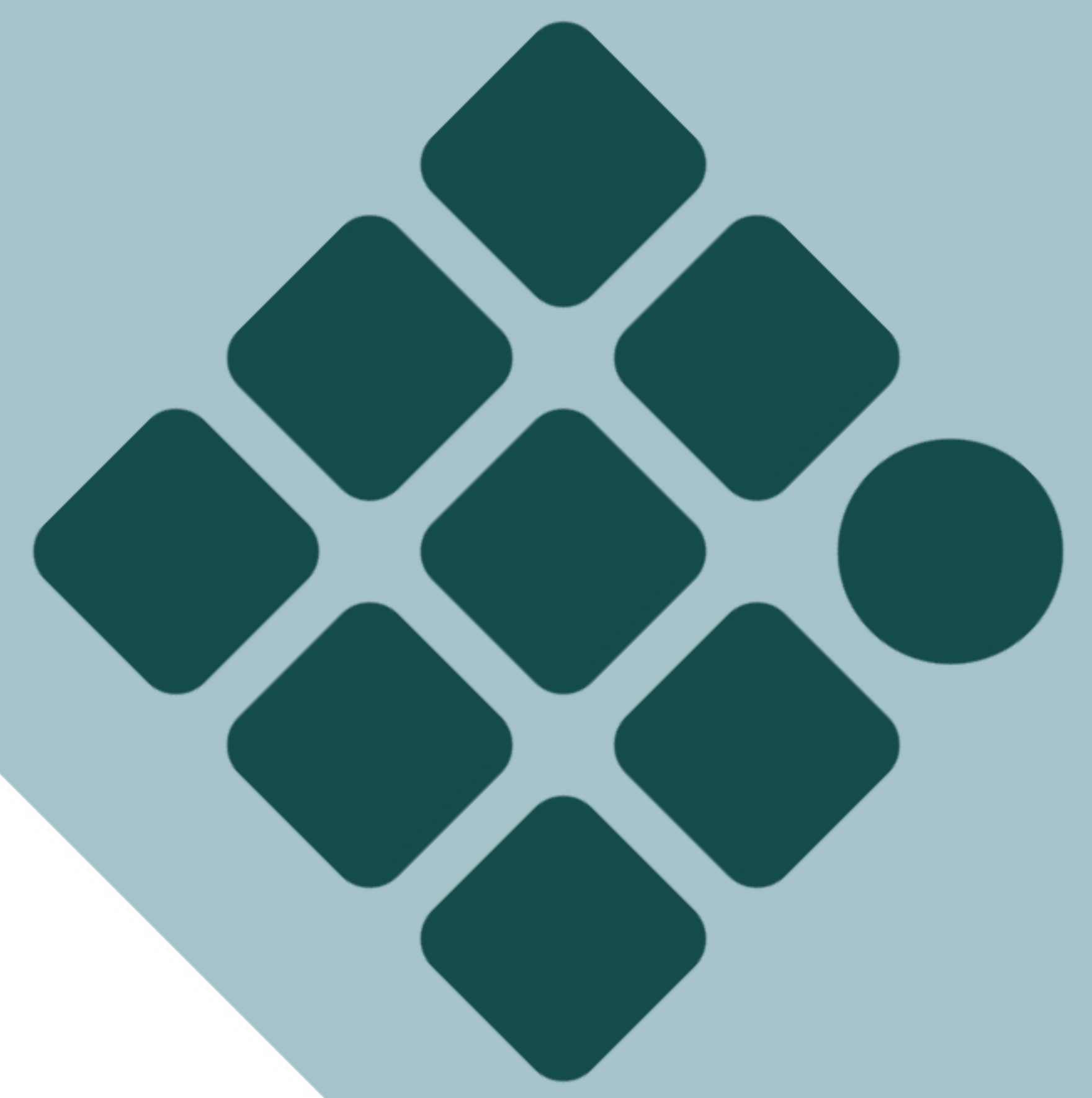


# A Guide to Permanent Hiring



Finding the right long term fit for your business can be difficult and time consuming. Let our experts manage the hiring process, and find the right person for you.

## Employer Guide



# An Introduction to Permanent Staffing with Smith & Reed

What this guide will cover:



An overview of our  
Permanent Staffing Solution



The benefits of using  
permanent staffing



The Permanent  
Recruitment Process



Our Pricing for  
Permanent Staffing



# An overview of our Permanent Staffing Solution

We manage your hiring process, here's how we do it:



## A Dedicated Account Manager

who will work with you to build an understanding of your business and staffing requirement.



## 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.



## CV Screening & Vetting

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



## Offer Negotiation

You are happy with the candidate and want to make offer; great news! We will communicate your offer to the candidate and facilitate any negotiations, ensuring an optimal outcome.



## Conduct Telephone Interviews

An interview to initially check CV & Work history



## Post Placement Care

We will provide staged follow ups during the first 3 months until the probation period is successfully passed



## 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 Permanent Hiring Solution



## No Placement, No Fee

If we are unable to find the right fit for your role you will not be charged a penny! All advertising, interviewing & screening costs will be covered until a placement is made.



## Save on Time & Costs

You will save time on interviewing and vetting candidates, as well on the costs of advertising your job role.



## Wider Candidate Reach

You will gain access to our wide network of candidates, as well as attract new talent to your role via our job board spend.



## Reduction in the Time of Hire

We are solely focused on finding the right person, so can ensure that the hiring process is as short as possible.



## Market Knowledge

Our expert consultants have decades of experience in the jobs market, and specific industry markets. They understand how to attract the right people at the right time.



## Lower Risk of Bad Hire

Training costs, rehiring costs, and loss of performance are just a few of the significant costs associated with a bad hire. Our experts help your business get it right first time!

“When she’s fully trained up, god help us, we’re all going to have to up our game! Extremely hard working, and excellent attitude. Meets the brief of what I was looking for 100%”

Happy Client

“Thank you so much for being my listening ear and supporting us”

Happy Client



# Our Permanent Hiring Process

Our expert consultants look after the hiring process from start to finish, understanding your needs and finding the right fit for you.



## Register your Vacancy

You tell us the nature of the vacancy, and provide us with a job specification.



## 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 applications 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.



## Offer & Negotiation

We will communicate your offer to the candidate and facilitate any negotiations, ensuring an optimal outcome.



## Placement

The offer has been accepted and your new team member begins their employment with you. Congratulations! Only at this stage will you be invoiced.



## Follow up

We provide staged follow ups to ensure your new team member is settling in, and expectations have been met. We offer a 12 week rebate scheme during the settling in period.



# Pricing & Billing



Our aim is to find you the right person, first time. This is why we only invoice after a successful placement and offer a generous rebate period.



You will only be invoiced by us once we have found you a suitable candidate, on their first day of employment.



We charge a pre-agreed % fee, based on the successful candidates' pay in the first 12 months of their employment.



We offer credit terms.



A scaled rebate scheme is available whilst your new employee settles in.

