



## The LRS Recruitment Service

### *Step 1. Placing your Requirement*

- An experienced Consultant, dedicated to your account, will discuss your requirements with you to fully understand the position, together with the cultural and personality attributes that you require.
- If convenient, a meeting will be arranged at your premises since this greatly assists your Consultant in understanding your organisation. Equally this provides you with an opportunity to meet your Consultant and gain an insight into our recruitment strategy.

### *Step 2. Candidate Resourcing*

- Resourcing for suitable candidates will begin immediately. Candidates who are registered with LRS will be contacted in the first instance, followed by an advertising campaign at no additional cost to you.
- LRS uses a wide network of online and print based advertising, both within the UK and overseas to recruit skilled candidates for your requirements.

### *Step 3. Response Handling*

- Our advertising campaigns invariably attract large volumes of applications which are reviewed and suitable candidates are short listed.
- Interviews with a Consultant at the LRS offices are arranged for short listed applicants;
- The job briefing takes place
- A review of the applicants CV, experience and qualifications is undertaken
- Language Testing is undertaken
- Additional Skills Testing is arranged if this is a requirement for the post
- Candidates are profiled and if deemed suitable are submitted for your consideration

### *Step 4. Interview Arrangements*

- Prior to the interview with you, candidates are briefed regarding the interview format, given directions to your premises and provided with advice.
- Following the interview the candidate is de-briefed and this information is passed on to you. Equally the candidate is informed of your feedback and if applicable, second interviews are arranged.

### *Step 5. Job Offer*

- Offers to candidates should be made via LRS. Full offer details including salary, start date and benefits are provided to the candidate.
- Post-offer references are taken up upon request.
- A formal written offer is usually sent directly by the client to the candidate.
- Your Consultant will maintain close contact with the candidate and provide any advice needed and handle any further questions arising prior to the starting date.

### *Step 6. Continuing Assessment*

- Keeping you updated is important to us. As such, your Consultant will review progress with both the placed candidate and yourself in order to deliver a successfully managed recruitment process.