

Our Service Packages

Standard Gold Package

The Standard Gold Package is designed to work for all levels of recruitment. It still has benefits, but not as comprehensive as Platinum. It works extremely well from ground level up to Senior Management but can be used for Executive.

A Standard Gold package can be converted to a 1st Stop Plus Agreement (a loyalty agreement). By using 1st Stop Recruitment exclusively, we can offer the service at our most competitive rate. You will have your own dedicated Account Manager and regular meetings, along with benefits as shown below.

Our Standard Gold package includes:

- **Contingent Recruitment** – We maintain a comprehensive database of candidates looking for a variety of types of employment across the sectors. This resource is constantly updated to ensure that our candidate status remain current (subject to Data Protection regulations)
- **Shortlisting** – Once we have received a concise, accurate vacancy criteria we will search our candidate pool and select those that best meet the specified requirements the post using a tried and testing parsing system.
- **Pre-Interviewing** - We can carry out pre-interview screening where we carry out initial interviews on your behalf (as required). We will discuss the outcomes of this exercise with you prior to scheduling interviews with your onsite teams. This important stage in the process helps us to identify those candidates with the best skills and aptitude match, approach and cultural fit (personality/ interests).
- **Skills Tests** – As experienced recruiters we are committed to confirming a candidate's skill set before putting them forward for interview (as required). We use a range of skills and aptitude-based assessments to ascertain suitability for the role.
- **Background Checks** - The purpose of carrying out background checks is to ensure that all applicants have the required legal, DBS and regulatory suitability for any given role. If we are unable to establish candidate status, they will not be submitted as an applicant.

- **Referees' Checks** - Reference checking is an important tool in establishing candidate capability/suitability. It is a key step in our assessment and allows us to make an informed decision about whether the candidate make a suitable applicant
- **Qualifications Verified** – All certificates and documentation requested at point of registration to ensure authenticity of their skillsets.

Standard Platinum Package

This package is designed for Management and Executives but may be used for all permanent recruitment, as require. In addition to the benefits under the Standard Gold package, the Standard Platinum package offers profile assessment alongside our most comprehensive candidate screening capabilities.

Platinum Recruitment Services Include: -

- **Contingent Recruitment** - Given our database which is rich with great talent, we endeavour to fill each position as it comes. We undertake a comprehensive recruitment process to include shortlisting, interviewing, administering skills assessments, background checks and referees' checks.
- **Executive Search** – Headhunting - Our experts will identify the candidates, appeal to them and bring them onboard. We conduct preliminary reference checks on a candidate before presenting them to the client.
- **Employer Branded Adverts** – A company with a good brand is immediately trusted and stands out against your competitors. So, if companies can use their brand they should. A job advert attracts a candidate through painting a picture in their mind; imagining the working environment, doing the parts of their current job that they enjoy, and the rewards that come with it that they deserve.
- **Personality Profiling** – 1st Stop has partnered a specialist in Testing and Analysis allowing us to utilise the power of personality profiling (where appropriate on behalf of our clients), to ensure highest level of candidate fit on each placement. The testing factors in elements such as education and experience and behavioural traits and personality, which can prove more difficult to can be much more difficult to assess critically.
 - i. **Profiling Tools** – Behavioural traits are amongst the most complicated to assess accurately. Profiling tools can also be useful when you are preparing your questions ahead of candidate interviews.

- ii. **Cultural Fit** - Personality profiling can help clients to assess a candidate value system and establish whether this will result in a good fit within the culture of your organisation.
- iii. **Work Approach** - In terms of personality, the tests can give an indication of the work approach favoured by a candidate. This can really help clients to better understand how they will interact with their fellow workers.
- iv. **Planning** – Personality profiling can assist clients to plan and deliver an effective induction based on the candidate’s behavioural characteristics. This aids objective setting and task management methodology and to identify which methodology can be best used to maximise training efforts.

1st Stop Premium

Clients entering into an **exclusive Supplier Agreement** with 1st Stop Recruitment will be granted access to a range of FREE additional resources contained within the (password protected) **1st Stop Premium Client Resources Centre**. Existing clients taking a Standard Gold or Standard Platinum package can **upgrade their Service Agreement** with us and will automatically qualify for additional **1st Stop Premium benefits**. Existing service packages will be upgraded to:

- 1) Gold Premium and 2) Platinum Premium

Guarantees

We operate a **Client Guarantee Scheme** for our **1st Stop Premium** members (please ask your Consultant if you require further information). For the purposes of this agreement we have agreed the following:

Permanent (INSERT NO) weeks **Temporary** (INSERT NO) weeks

The following terms apply to our Guarantee (for 1st Stop Premium Clients only)

Permanent Employees:

We will replace permanent staff up to (complete as required) months free of charge

Temporary Workers:

1 day booking only

In the unlikely event that the candidate is deemed unsuitable for the role (within 2 hours of starting), 1st Stop will only charge you for the hours worked and will not charge an agency fee. (Please note - legally the candidate must be paid for **any** time worked).

2 day plus booking

If the candidate is deemed unsuitable for the role within 1 working day, 1st Stop will replace them and only charge for the hours worked and no agency fee (legally the candidate must be paid)

If you require references, we would be happy to organise these for you (on request).

This service agreement will remain in force for a period of 12 months and will be reviewed prior to its termination date. We recommend regular meeting to assess requirements and suggest a timescale of every 3-6 months.

Temporary workers fees for regular recruitment e.g. production operatives (where it is ongoing), can be agreed now or at the time of the booking, depending on your requirement. All other temporary bookings will be quoted and agreed at the time of the booking