



Recruitment Proposal
Unlocking opportunities

Overview

Finding the right people for you

Finding the right senior staff is essential to safeguard your business.

Getting the right help is not always easy when many specialist recruiters are simply sales consultants who don't understand what your business needs.

Radford Chancellor Ltd Recruitment Services give you so much more than a typical catering recruitment service. We're caterers, not salesmen. We understand your goals and our full HR solution is designed to help you reach them.

This pack contains details of the typical recruitment and selection process we undertake for our clients. Insightful methodology, a robust assessment process, and our knowledge of the industry enable us to deliver the best people for the job.

Finding the best people just got easier.



Methodology

Radford Chancellor LTD proposes a robust recruitment process. This includes:

- Writing detailed pen pictures of each employee
- Producing job description for each role, agree salaries with client
- Advertising the posts in relevant trade press and media channels
- Reviewing and short listing CV's
- Conducting 1st interviews
(A senior client representative would be welcome to join in on this stage)
- Conduct aptitude and psychometric testing
- Undertake criminal record checks on each short listed candidate
- Invite short-listed candidates (for each role) for an assessment day
- Obtain references for offered candidate
- Inform successful parties
- Prepare contract of employment, send formal offer to candidate, inform unsuccessful parties.



Assessment day

A structured assessment day is considered to be amongst the fairest and most objective means of selecting employees for jobs. It gives a number of different interviewers a chance to assess candidates over a good period of time, so assessors can see what the candidate can actually do in a wide variety of situations.

A candidate is **five times more likely to stay with the employer for more than two years** when assessed this way. Radford Chancellor will attend as facilitator. He will manage the day, brief the assessors on their role, manage and guide the candidates through the process. Radford Chancellor can provide specialist assessors if required. A typical day is broken down into four sections as outlined below.

Typical assessment day schedule:

08:30 Assessors briefing with facilitator

09:30 Candidates arrive

09:45 Candidates meet assessors, informal chat's

10.00 Project overview and vision from client

10.15 Exercise One: Aptitude and psychometric test

11.15 Coffee break

11.25 Exercise Two: Group exercise

This takes the form of a case study exercise. The exercise is timed. No questions can be asked during this time. At the end of the exercise the group present to the facilitator. Each assessor focusses on an individual candidate.

12.25 Lunch Break

13:25 Exercise three: Interviews

Structured one to one sessions. Questions will be provided by Radford Chancellor Ltd

14:25 Coffee break

14:35 Exercise Four: Interviews

In-tray exercise / interview, one candidate to one assessor, the candidate will be given six situations and they have choice one of three possible outcomes and give reasons why.

15:00 Finish, Candidates go home

15:30 Assessors discuss findings / choice candidate

18:30 Finish

NB: Head Chef roles would involve a trade test.

