



## Recruitment Support





## Getting the right person for the right role can be a tough task but Square Peg HR has the experience and expertise to help.

Whether you're recruiting for one, or one hundred, we can assist with your advertising campaign, candidate management, shortlisting, interview/assessment process, candidate feedback and job offer.

We have extensive experience of working with our clients to design and deliver recruitment campaigns at all levels from CEO to graduate assessment centres.

### What we can do to help

- Build and publish a unique careers page for your organisation
- Provide an applicant tracking system that supports mobile friendly recruitment
- Create and place adverts across multiple platforms
- Handle all candidate communication including job offers and feedback
- Interview design, aligned to your own competencies and values
- Design and run assessment centres, ensuring the use of appropriate tests and exercises

### Values Based Recruitment

Values-based recruitment helps your organisation attract and select employees whose personal values and behaviours align with yours. Talk to us about integrating values into your recruitment process.

## Psychometric Testing and Behavioural Assessment

We often suggest using psychometric tests and/or behavioural assessments as part of the selection process. These can help you identify the right person for the job, providing a measure of a person's competencies, abilities, personality, and motivations. Choosing the right assessment for your vacancy can be confusing, there are many different types – ability tests, personality questionnaires, situational judgement tests, and values-based assessments...the list goes on! Our consultants are trained in a range of products and we'll always recommend what is most appropriate for your organisational requirements.

## Transparent Pricing

We believe in providing an excellent service at a reasonable price and that's why we have created recruitment packages specifically with our SME and third sector clients in mind.

### Package One - £995 (plus VAT)

- Create and place advert
- Manage all candidate applications and enquiries
- Sift against agreed criteria
- Present short-list for interview
- Manage offers/regrets
- Provide feedback to unsuccessful candidates
- Collate Equality & Diversity Monitoring stats

\* psychometric testing/personality profiling can be added for a small fee

### Package Two - £1500 (plus VAT)

- Create and place advert
- Manage all candidate applications and enquiries
- Sift against agreed criteria
- Telephone interview candidates
- Present short-list for interview
- Manage offers/regrets
- Provide feedback to unsuccessful candidates
- Collate Equality & Diversity Monitoring stats

These packages relate to vacancies up to senior manager level - please contact us to discuss CEO/Director recruitment [recruitment@squarepeghr.co.uk](mailto:recruitment@squarepeghr.co.uk)

*“Square Peg HR was recommended to our Board of Trustees as a potential recruitment provider when we had a Chief Executive vacancy to fill. From the initial contact through to the formal proposal, recommendations on approach to take and then supporting us through to final appointment, our needs and expectations were fully understood, and their customer focus was tremendous. The Board were kept updated at regular intervals and the entire process was completed well within the original timeline. Square Peg HR’s expertise and knowledge was invaluable to us and it was a pleasure working closely with them and I highly recommend their services.”*

**J D Stalker, Chairman, seescape**

**Contact us [recruitment@squarepeghr.co.uk](mailto:recruitment@squarepeghr.co.uk)  
to talk about your requirements**

**SQUARE PEG HR**