



Recruitment Management Service

The Right Person in the Right Job.

(Why does finding good people sometimes seem so difficult?)

Good candidates always seem to be in short supply, but are they?

We think happy companies have happy people and happy people make for great business. Our aim is to make sure our clients are really happy and the happier a company is the easier it is to attract good people.

Certainly it's a competitive market out there and particularly for Small & Medium Enterprises (SMEs) finding the right people can be difficult and time consuming. Yet you do need to recruit to be competitive and to keep growing. That means investing in time and effort to get it right.

Frequently asked questions include: -

- Where are we going to find the right candidates?
- Do we need to advertise ourselves or use a recruitment agency?
- If we are going to advertise, where is best? Online job boards, local newspapers or trade press?
- Do we need to place ads on our own website? Do we even have a recruitment page on our website?
- If so, does our website say to good candidates, "Join us, we are great!"?"
- If we need apprentices, where do we get them?

And, of course, that all important question, "**Why should someone want to work for us, what makes us special?**"

Then there is sorting out job and candidate specifications, writing copy and designing job ads, handling responses, reading CVs, selecting the right candidates, job offer, rejection letters and so on. It all takes time and is essentially a distraction to what you do best – running your company and keeping clients happy and satisfied.

The answer? TBA's Recruitment Management Service. Now you, too, can enjoy having the same benefits as "the big boys" of having an experienced and professional recruiter "in house", but without the cost.

BENEFITS OF TBA's RECRUITMENT MANAGEMENT SERVICE

- Reduced costs per hire delivering lower fixed recruitment costs overall
- Reduced time to hire
- Improved candidate experience
- Enhanced employer branding
- Improved quality of hires resulting in better staff retention
- Consolidated processes, with high standards maintained across the board
- Ability to easily increase or reduce your recruitment activities as needed, i.e. scalability

For an affordable monthly fee (no fixed contract – you can opt out with a month's notice) **TBA** will **manage your recruitment process** and relieve you of the administrative demands and fixed costs of recruitment – we handle job ads, job boards, manage agencies, set up interviews, manage candidates in a timely and professional manner, keep the never ending paper trail in hand and much more so you **don't lose good candidates** to your competition.

In short, we leave you with the freedom to focus on what you do best – **running your company** confident in the knowledge that you are going to get **the right people in the right job** when you need them, **keeping costs down** and reducing the need to keep on replacing people. In other words, **TBA** turns recruitment into an **added value service** instead of a cost.

TBA provides:

End-to-end: The entire recruitment process, from early planning to joining, can be managed; from just one role to as many as you need.

Selective: You can ask us to manage part or all of the recruiting process.

On request: If your recruitment needs fluctuate, you can retain our services on an as-and-when basis. This means you only make use of **TBA** when your internal resources are stretched.

Please call me on 0115 965 7822/07860 810038 for a free, no obligation discussion to find out how TBA's Recruitment Management Service can benefit your company.

Regards



Mike Butler

Looking for the best in people!



About Mike Butler

Originally commissioned into the Royal Navy, Mike has been a recruitment consultant for twenty eight years. He has worked with companies of all shapes and sizes, both privately owned and corporate, from a wide selection of sectors, including food manufacturing, engineering, retail, aerospace, automotive, medical technology, fmccg etc. He is qualified in a range of Thomas International tools, including Personality Profiling and Psychometric Testing, to make sure the recruitment process is as successful as it can possibly be.

"I have known and worked with Mike and TBA for well over ten years. It is fair to say that Mike's ability to understand (us) as a company and to find high calibre candidates to meet our needs has in no small way contributed to our ongoing success. His mix of sound business sense and creative problem solving means he is able to identify and talk to a range of potential candidates, assess them against our agreed criteria and put forward a quality shortlist, ensuring I always have a hard choice to make!"

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