



Outsourcing your Recruitment Process

We are a multi-sector Recruitment Agency offering end-to-end recruitment. Our services are totally flexible to suit your current needs. You tell us what you want from the list below and we'll be led by you. You can register your vacancy by visiting www.high5recruitment.com and we'll call you right back once it has been received to introduce ourselves. Please see what's available from the list below:

- *Crafting a job spec for each position*
 - *Posting all open positions on job boards and Social Media platforms*
 - *Sourcing CVs and contacting candidates that meet your skill set*
 - *Headhunting for candidates using a variety of platforms*
 - *Screening all CVs and applications*
 - *Telephone interview*
 - *Group information session*
 - *Conducting face-to-face interviews*
 - *Submitting qualified candidates to hiring managers*
 - *Communicating and negotiating employment offers*
 - *Reference checking and background checks*
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Retained Recruitment V's Contingency Recruitment

Confused? Please read on.

Retained works if you're looking to work exclusively with High5 Recruitment and your vacancy has what we refer to as 'knockout factors' meaning your skill set is high and finding candidates that fit your specific requirements may be more challenging.

We are transparent in terms of promoting your business name in our job brief and we'll certainly identify the contenders from the pretenders.

Our Charges: Retained Recruitment works on a percentage of the annual salary and can be paid in two or three parts:

- 1/3 upfront
 - 1/3 for providing the shortlist
 - 1/3 upon the candidate commencing their post
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We'll talk about how we plan to deliver a shortlist of candidates for you to review.

By using this method you'll spend less time taking calls from multiple agencies and have a fraction of CVs to sift through. Any candidate applying for your role will not be referred to any other client until the candidate has either been rejected or the candidate has declined the job offer.

Contingency works if you're placing your vacancies with multiple agencies and operates on a 'no placement, no fee' basis. A percentage of the first year's basic salary will apply.

Our fees and T&C's are flexible to suit any size business as we recognise there is no 'one size fits all' Please give us a call on **01332 897968** or drop us an email to info@high5recruitment.co.uk and we'll gladly answer any questions you have.