

Basic Recruitment Admin	
Write Job Description and Person Spec	✓
Basic Salary Validation	✓
Write Advert	✓
Post on Job Sites	*
Rejection letters/emails	✓
Feedback to candidates (where required)	✓
Selection Centre Development/Prep	
Co-ordination of venue and appts	✓
Arrange/coordinate Panel	✓
Devise selection method exercises	*
Arrange psychometric profiling	*
Prepare/circulation of packs	✓
Interview Preparation	
Question suggestion and marking criteria	✓
Prepare/circulation of recruitment packs	✓
Rejections/feedback for unsuccessful candidates	✓
Pre-employment Checks	
References	✓
Occupational Health Screening	*
DBS where required	*
Social media searches	*
Shortlisting and Tele-screening	
Shortlisting against Person Spec	✓
Correspondence for selection process	✓
Interview over zoom/teams/phone	*
Understand values and attitudes	*
Understand best fit for organisation	*
Attendance at selection or Panel Interviews	
Advice to Panel members prior to interview	*
Question preparation/development	*
Presentation examples / scoring	*
Attendance at interview	*
Onboarding	
Conditional offer letter	✓
Instructions for first day	✓
Pre-start training or induction	*
Package Cost	
£275 + VAT Plus £50 per additional post	

Packages can be tailored to client's needs and tasks added or remain in-house which may affect the price. Centric HR reserve the right to close adverts early where applications exceed the proportionate amount to the number of jobs on offer. Where roles are not recruited to, Centric HR will charge a Fee of 80% of the above cost for the work undertaken to fill the role.

The cost of job board advertising, which provides postings on Total Jobs, Jobsite, LinkedIn, Google Jobs, Find a Job, will be charged at a rate of £80 per job plus VAT. Jobs will be posted for a maximum of 6 weeks, and will then be closed, further advertising will be charged at the per job rate.

N.B.

All services marked with an Asterisk (*) can be provided but will incur additional fees charged at an hourly administrative rate, please let us know if you require any of the detailed additional services.