

Rebecca
Bevins
HR Consultancy

Our Resourcing Services

Welcome to clear and simple HR solutions



Rebecca Bevins HR Consultancy

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Introduction

Rebecca Bevins HR Consultancy Ltd (RBHR) is an award winning, unique and progressive company founded in the South West in 2005.

The need to provide a service to businesses, organisations and individuals is recognised by providing HR expertise and experience relevant to unique requirements across the UK.

We have a team of dedicated Consultants which means whatever the need; we'll have an expert who can help. We provide a competitive, commercial service wherever and whenever it's needed to suit all situations and circumstances.

We work to the standards and requirements of our profession as set by the Chartered Institute of Personnel and Development (CIPD). Having taught this at Yeovil College, Rebecca, our Managing Director, held the position of Chair of the Somerset Branch of the CIPD for 6 years.

Resourcing Overview

At RBHR, we divide our services into 4 distinct areas: Consultancy, Training, Outplacement and Resourcing. Naturally, these areas tend to overlap, however the purpose of this brochure is to explain the dedicated resourcing function that we can offer.

Recruiting the right staff can be a difficult process, so our team are on hand to provide expert advice, guidance, and practical support to ensure that you not only find the right candidate, but avoid any potential legal pitfalls on the way.

Our team has an extensive resourcing background, having managed national recruitment campaigns for a number of years. We understand that not all businesses are the same, so we can tailor our support to every business sector and size, making sure that our approach fits your desired outcomes.

We don't operate in the same way that a traditional recruitment agency does. We don't intend to fill your vacancy using a bank of potential candidates. Instead we sculpt appropriate and affordable recruitment strategies for your business, lessening your company's reliance on expensive agency staff. We look to give you the tools to confidently recruit, with an emphasis on long-term business success, rather than simply short-term wins.

This approach is also complemented by our investment in what goes on *after* a job offer is made. Not only can we help you find the right candidate, but we can assist with induction, review and development strategies to ensure they stay with your company.

What we can Offer

Below are some examples of the types of resourcing support we can offer your business:

Creation of Job Descriptions

One of the first steps you must undertake before recruiting is to ensure that you have a job description and person specification that is fit for purpose and up to date. Our team can work with you to create accurate job descriptions that seek to attract the very best candidates in your area.

Job Advert Creation and Posting

We can design and post job adverts on behalf of your business, saving you time, and ensuring that the adverts are legally compliant. We have extensive experience of utilising printed and online advertisement, so can design a strategy that is most likely to attract a wide audience to your vacancy.

Creation of Shortlisting/Selection Criteria

In order to find the very best candidate it is important to know what skills and experience is necessary for successful performance within the role. By looking at your desired outcomes we can develop appropriate shortlisting and selection criteria that will aid in the shortlisting and interview processes.

Shortlisting

We can assist in time-consuming shortlisting activities ensuring that you only need to consider the very best candidates for your vacancy.



Telephone Interviews

If you have been inundated with candidates for a job vacancy and want an effective way of screening them, our team can provide bespoke telephone interview support to supplement your normal recruitment practices.

Psychometric/Ability Testing

Our team are qualified to administer and interpret a number of psychometric tests including Myers Briggs Type Indicator (MBTI), Belbin Team Roles, and 16 Personality Factor Questionnaire (16PF). We also have experience in the design and delivery of bespoke practical working tests, such as 'in-tray exercises', which intend to assess a candidate's performance in a 'real world' setting.

Interview Support

We can assist in the creation and delivery of bespoke interviews for all job levels. Whether you are looking for a senior manager or hoping to recruit for an entry-level position, we can design a variety of interview questions to find the right candidate for the job.

Right to Work Checks/Reference Checks

We can take the hassle out of requesting references and checking right to work credentials by completing the activities for you. To avoid any confusion, we are able to act as representatives from your business rather than as external HR consultants.

Induction Support

It is important to remember that an effective recruitment process doesn't end the moment the candidate accepts your job offer. We offer induction support to ensure to ensure that your chosen candidate thrives in their new role. This support can be tailored to the needs of your business, but would generally include the development of induction action plans for both the candidate and their manager.

Recruitment Fairs

If you are seeking to fill multiple vacancies, or want to get an understanding of the job market in your local area we can host recruitment fairs (or attend them on your behalf). This is a great opportunity to meet potential candidates and have open conversations about your own recruitment needs.

Recruitment Health Checks and Action Plans

If you aren't sure what areas of your current recruitment strategy could be improved, we can perform a recruitment 'health check' with a view to creating a detailed action plan for future recruitment activities.

Exit Interviews and Handover Strategies

An important part of an effective recruitment strategy is the ability to adapt to changing pressures. A useful tool available to businesses is exit interviews, and we can conduct these on your behalf to better understand an employee's reason for leaving the company, and how that could impact upon your business practices. We can also assist in the creation of an effective handover plan, to ensure that your new employee is given the best start possible in their role.

Mystery Shopper Exercises

If you'd like to assess your team's response to recruitment queries, we can take the role of potential candidates. During this mystery shopper-like exercise we can assess things such as employee knowledge of available roles, interpersonal skills, and company procedures.

All Aspects of Candidate Management

If you are finding it difficult to manage any aspects of the candidate management process, then we can do it for you! Our team can act as representatives of your company in any and all candidate communication, ensuring that candidates are given the best impression of your organisation from their first point of contact onwards.

CV Writing and Interview Skills

We also offer training on CV writing and interview skills should you or your team require it! More and more organisations are requiring their supplies to provide them with this information, so why not ensure these documents are as good as they can be?

Pricing

We understand that each and every business is different, so the services that we offer reflect this. As such our pricing is variable depending on your needs.

We offer a number of options for payment to suit the needs of your business:

Time Bank – Monthly Payment Plan*

Daily rate: £549.00 (minimum purchase of 2 days per annum)

Volume Daily Rate £449.00 (minimum purchase of 24 days per annum)

Hourly Rate: £99.00 (minimum purchase of 10 hours per annum)

Fixed Cost – Project Rate*

Prices on application

On Demand – Pay as You Go*

Daily rate: £649.00 (minimum purchase of 0.5 days)

Hourly Rate: £125.00 (minimum purchase of 0.5 hours)

**All prices exclude VAT*

We aren't a recruitment agency, so we won't ever take a percentage cut of your new employee's starting salary.

If you are interested in one or more of the services mentioned within this brochure then please contact us on 01935 411191, or email admin@rebeccabevins.co.uk.