



candidate guide

📞 03333 449 444
@ itsworking@theworksrecruitment.com
🌐 www.theworksrecruitment.com

Registered Office 20 Canal Wharf Leeds LS11 5PS

The Works (UK) Ltd company registered in England & Wales 02998539

 **the works**
recruitment.com

what really matters...? what works?

Welcome to The Works. We are a specialist recruitment business founded in 1991 and we find you the jobs you want. We have the specialist knowledge and experience to support you through the whole recruitment process. We help you find and apply for the right jobs and make better decisions. Decisions that matter to your career.

perfect for you

Offering bespoke recruitment packages, unique financial arrangements and a high quality service, companies want to work with us. That's good news for you as a candidate. It means we can access on your behalf the best jobs on the market, with the best employers. Our goal is to deliver the very best recruitment service and experience possible.

our process

We do this every day, it's in our DNA. You are in safe hands and we will support you through all stages of the recruitment process.

We write job briefs that tell you what you need to know as a candidate, and we ensure we only introduce you to employers that match your job aspirations. We use the most up to date technology to ensure the process runs smoothly and we offer advice on writing CVs and attending interviews to make sure you present yourself in the best possible way.

the twelve steps to a successful recruitment project

1 take a complete job brief (not just a job description)

Knowledge is power. We dig deep to find out everything possible about a job and the employer, so we can match you with great businesses that are looking for the skills, experience and attributes you have.

2 map out a detailed recruitment plan

You wouldn't set out on a journey not knowing where you're going would you?

We make sure you know what is happening at all times in the recruitment process. We ensure you know what to expect and provide support and advice at every stage.

3 source the best candidates

Our clients want us out there getting in contact with everyone we know who will be great for their vacancies. As a candidate, we will be in regular contact with you, so that we have the best talent pool possible for our clients.

4 candidate fact check

Your skills and experience are explored in depth by one of our consultants, to ensure you are effectively matched with the right jobs.

5 ensuring fit

As experienced recruiters we are aware that a good job fit is about more than just skills and experience. We speak to all of our candidates before putting them forward for a job, to ensure they understand the culture of the employer. We do this to make sure it will be worthwhile for a candidate and client to meet one another.

6 present candidates to client

We state your case to clients about why we think you are the perfect fit for their business, we listen to feedback and advise on what the next steps should be.

7 interview preparation

As a candidate it is important that you show your best attributes, skills and knowledge to potential employers. We will help you prepare for interviews with

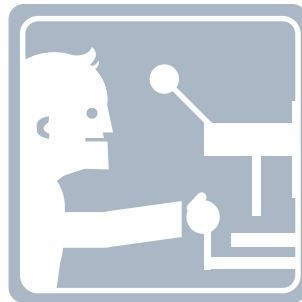
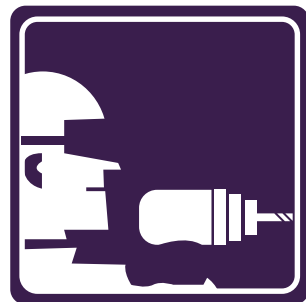
clients, giving advice on what to expect, how to deal with difficult questions and how to create a positive impression. We know interviews can potentially be a stressful experience, and we will make sure you have the information you need to be well prepared.

8 client interview

We will liaise with you and our client to organise and confirm an interview time and date, and will make you aware in writing of who you are meeting, what their role is and the format of the interview.

9 interview debriefing "So how did it go?"

After an interview we will provide you with feedback from the client, whether you are offered the job or not. We will be honest, respectful and constructive about your areas of strength, as well as any areas you may need to develop for future interviews.



ordinary to extraordinary YOU shaped people

10 manage the offer process

When a client decides to offer the job, we do the talking for you. It's crucial to have a third party here as this is where the whole process can fall down if not managed well. On your behalf, we can undertake any sensitive negotiations around contractual or remuneration issues, so that your relationship with your new employer starts on the right track.

11 resignation and notice management “Let's not burn any bridges now”

Whether you're a temp on a daily contract, or someone who has been in a role for thirty years, you still have a duty of respect, trust and confidence to your employer. We will help you manage the resignation process in a way that is not damaging to either you or your employer. It's always best practice to leave on good terms, with a positive reputation and we will give you advice about the best way to do this.

12 check up on everything

We're in it for the long term, if we weren't we wouldn't have been in business for almost 25 years. We believe “today's candidate is tomorrow's client” and we never forget this. Being thoughtful in everything we do, we take care to check in on people we have placed to ensure things are working the way we expected. We don't forget about you once you're in a job and we make sure we are accessible to you in the run up to starting your new role and beyond.

our sectors

engineering

quality managers
design engineers
engineering estimators
production/operational management
senior cnc machining/
welding and fabrication
maintenance

commercial

hr managers/professionals
office managers
web and digital communication
finance and insurance
pa and secretaries
admin and clerical

manufacturing

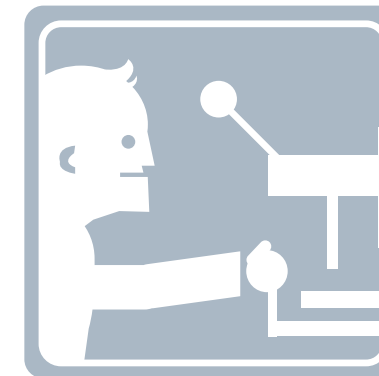
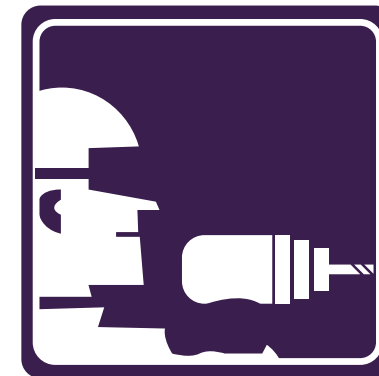
production directors
production operatives
pickers and packers
shift supervisors/managers
cnc operatives
semi-skilled
manufacturing staff

built environment

estimators and quantity surveyors
civil and site engineers
skilled foreman
accredited trades people
contracts managers
refrigeration specialists

we also offer a range of additional services from our recruitment toolbox

personality profiling analysis
assessment centres
in-house recruitment training and support
on-site recruitment support for temps and contractors
retained recruitment support
hr and legal support
agency workers
regulation advice



built environment

Our team is comprised of recruitment professionals entrenched in the industry, with links to hundreds of employers across Yorkshire as well as further afield.

We work hard to find you the jobs that match your skills and experience and enables you to use them to your maximum potential.



commercial

Adding the personal touch when it comes to recruitment, we have the skills and experience to find you the right kind of opportunity in the right kind of company. That's why we meet every candidate in person when they apply for a commercial role.

We are flexible and whether you are looking for a temporary position, your next long term career move, or just considering your options, we will support you throughout the entire process.

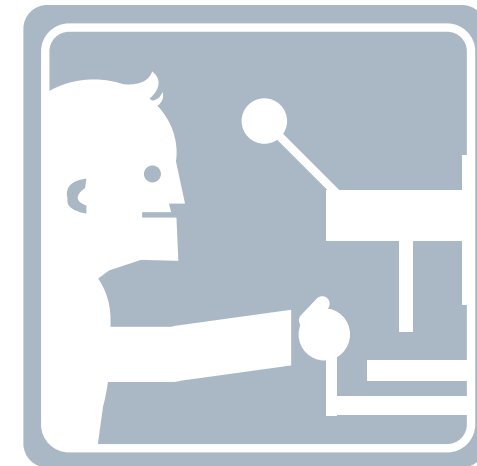
We also do not walk away once you start your new job, we'll get in touch from time to time to check how you are getting on.



engineering

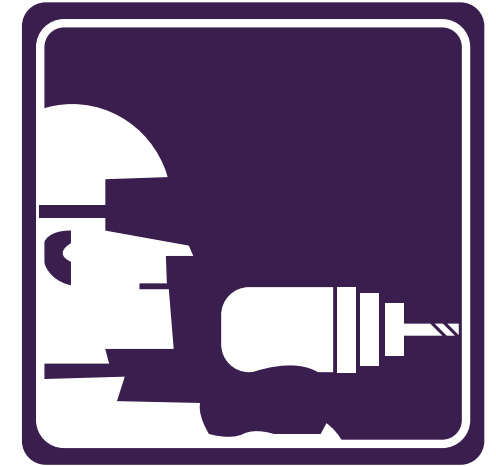
Forging strong working relationships with our candidates is vitally important, many come back to us repeatedly to find them their next job opportunity, ask for advice, or even just to let us know how they are.

With trained engineers as part of our consultant team, we know about engineering. We shout about you, your skills and experience to all our clients every single week, so that they know hard workers like you are available for work immediately.



manufacturing

Working for one of our clients through us is different from working with other agencies. You will have constant contact with specific members of our staff, whose time is dedicated to looking after you at work and handling any issues you might have.



our candidates trust us to work hard on their behalf and find them the best jobs

we work for great clients

That means we can access the best opportunities on your behalf, whether you are looking for a temporary or permanent role. We understand how having the right people can deliver great results for a company. Therefore we understand how important you are as candidates in helping us keep our clients happy. Our clients trust us to always exceed expectations and to bring passion and commitment to our work.

They also trust us to find them the best candidates. Keeping our clients happy means more to us than winning awards or name dropping, but we are proud to have a list of retained clients and long term relationships in place that demonstrate we are well regarded by the companies you want to work for. We are proud to say that our first ever client is still our client today, more than two decades on.

From ITV to Carillion, from supermarkets employing 1000's to SMEs, we can access the very best jobs on your behalf. Our experience allows us to match the right candidate with the right role and company, so that both you and your employer are happy together.

say hello

If you want to learn more about The Works and how we can help you in your job search, contact us using the details to the right. We would love to chat with you about how we can help further your career.

20 Canal Wharf Leeds LS11 5PS



03333 449 444



itsworking@theworksrecruitment.com



www.theworksrecruitment.com



facebook.com/theworksrec



twitter.com/worksrec