



client guide

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 **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 people you want to work with. We have specialist knowledge and experience and we not only make the whole recruitment process easier, we help you to make better recruitment decisions too. Decisions that matter to your business.

perfect for you

Offering bespoke recruitment packages, unique financial arrangements and a service that is designed individually around each of our clients, we are passionate about what we do and we work hard. 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 pay for this, so we make sure we get it right!

From writing that great job brief, to searching for and finding the right person, our recruitment process delivers results that help generate business growth and success for your business. Using all of the most up to date technology, resources and contacts to help us to find the best talent quickly, we then add to this our knowledge, experience and passion to achieve the results your business benefits from.

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 so we match great people with great businesses. We look at what the needs, drives and ambitions are in your business or specific project, what your business wants and demands from a colleague and how we can guarantee delivery and take accountability.

2 map out a detailed recruitment plan

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

Mapping out our strategy from day one to completion, we make sure you know what is happening at all times between all the parties involved.

3 source the best candidates

We're out there getting in contact with everyone who we know will be great for your vacancy. Either on the phone, online, or in person, we don't stop until we find the right person.

4 candidate fact check

Candidates' skills and experience are checked by our consultants, so we have all the information we need to know they will match seamlessly with your expectations as a client.

5 ensuring fit

We always speak to candidates before sending them to you, so we can be sure, beyond any doubt, that it will be worthwhile for a candidate and client to meet one another.

6 present candidates to client

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

7 interview preparation

It's important that our candidates can effectively demonstrate to you their best attributes, skills, knowledge and perhaps most importantly attitude. We help them prepare for interviews, as well as reminding them of the importance of being honest and making sense of

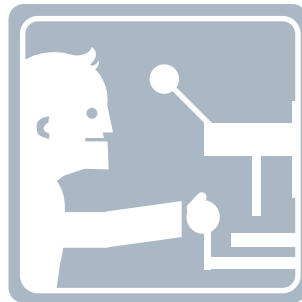
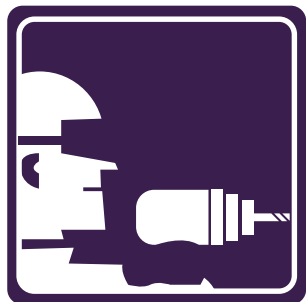
their experience in relation to any new role. We don't "prime" candidates like some recruiters, that would be foolish. We prepare them for the meeting, after all most of us don't attend interviews every day.

8 client interview

For many of our clients, recruitment is not the day job. If you are not a trained interviewer, or want support or training in this area we can help. We can also help by formulating question sets, explaining the importance of different types of questioning techniques and what candidates' answers can reveal.

9 interview debriefing "So how did it go?"

We know exactly which questions to ask and why we should ask them. This is a crucial and delicate conversation as at this stage we could turn on, or turn off, a potentially amazing new recruit. This is where the first stage of any negotiation begins and that's where we come into our own.



ordinary to extraordinary YOU shaped people

10 manage the offer process

When a client decides to offer and the candidate chooses to accept, 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. We can undertake on your behalf any sensitive negotiations around contractual or remuneration issues, so that your relationship with your new employee starts on the right track. We can even help write the letter if need be.

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

Whether the candidate is a temp on a daily contract, or someone who has been in a role thirty years, we're all under a duty of respect, trust and confidence. No agency or recruiter should “take” people from any business or environment in an unprofessional way. Good guys, like us, are sensitive and respectful enough to ensure this is not damaging or disruptive to any individual or business. We will help manage the resignation process effectively and can even help with finding a replacement.

12 check up on everything “Many recruiters place a candidate and then run fast, cross their fingers and hide”

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.” We never forget this and we are thoughtful in everything we do. We take care to check in on people to ensure things are working the way we expected, the work doesn't stop after we've made a placement. Nobody likes surprises in a work environment, least of all with the loss of a new hire!

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

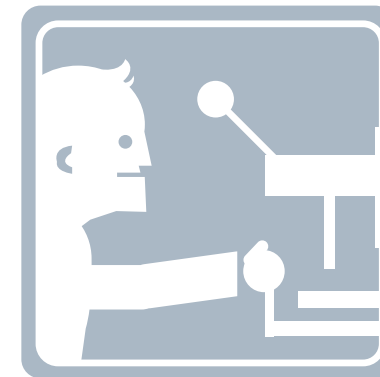
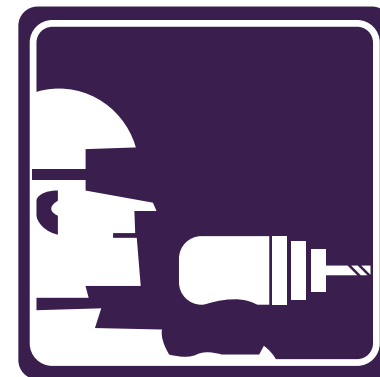
production directors
production operatives
pickers and packers
shift supervisors/managers
cnc operatives
semi-skilled
manufacturing staff

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

You want the best workers; from experienced trades and labour to civil engineering professionals, we have a bank of talent that we know will work hard for you.

Our team is comprised of recruitment professionals entrenched in the industry, with a complete knowledge and experience of dealing with all blue collar, white collar and management roles and we promise a quick response to all temporary or permanent employment needs.



commercial

Our commercial recruiters know that the right attitude can be just as important as skill set, that's why we get to know every candidate in person when they apply for commercial roles, so we know they are perfect for your business.

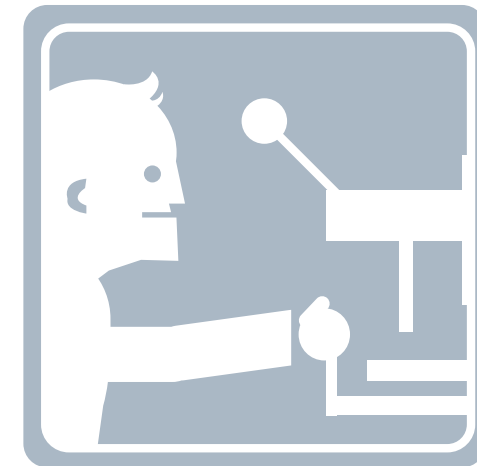
Taking the time to get to know your business and to understand what kind of people and team you want, we are flexible enough to accommodate any kind of recruitment need that you have.



engineering

Knowledge is key in engineering. With so many different roles and skills we are committed to having best in class recruiters who know your sector inside-out. That's why we have trained engineers as a part of our team of consultants.

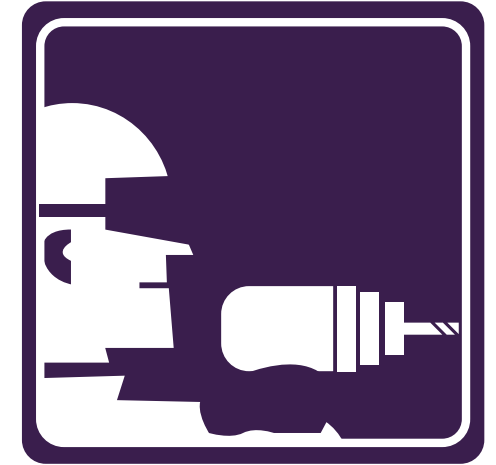
Forging strong working relationships with candidates is essential. We pride ourselves on having relationships with candidates who come back time and time again and we can quickly address your needs as the UK continues to combat the skills shortages found in the market.



manufacturing

Finding quality workers for you in the fastest and most cost effective manner, we can keep your operations moving. That's why we employ recruitment experts dedicated to you and no one else.

Our commitment to continuous improvement means we are always on the lookout to find new and efficient ways to make sure we can find the best possible candidates for you.



our clients trust us to always exceed expectations

we work for great clients

We understand how having the right people can deliver real results and success to your company and we know what matters when it comes to getting a return on the recruitment investment for our clients. Our clients trust us to always exceed expectations and to bring passion and commitment to our work.

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 keep good company and are committed to providing a quality service.

From ITV to Carillion, from supermarkets employing 1000's to SMEs with a handful of staff, we satisfy our clients by finding the right match for them and delivering a good return on investment. We are proud to say that our first ever client is still our client today, more than two decades on.

say hello

If you want to learn more about The Works and the services we offer, please contact us on the details to the right, we would love to chat with you. Or if you would like to meet any of our team and talk in depth about how we can help you with your recruitment needs then please get in touch.

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