

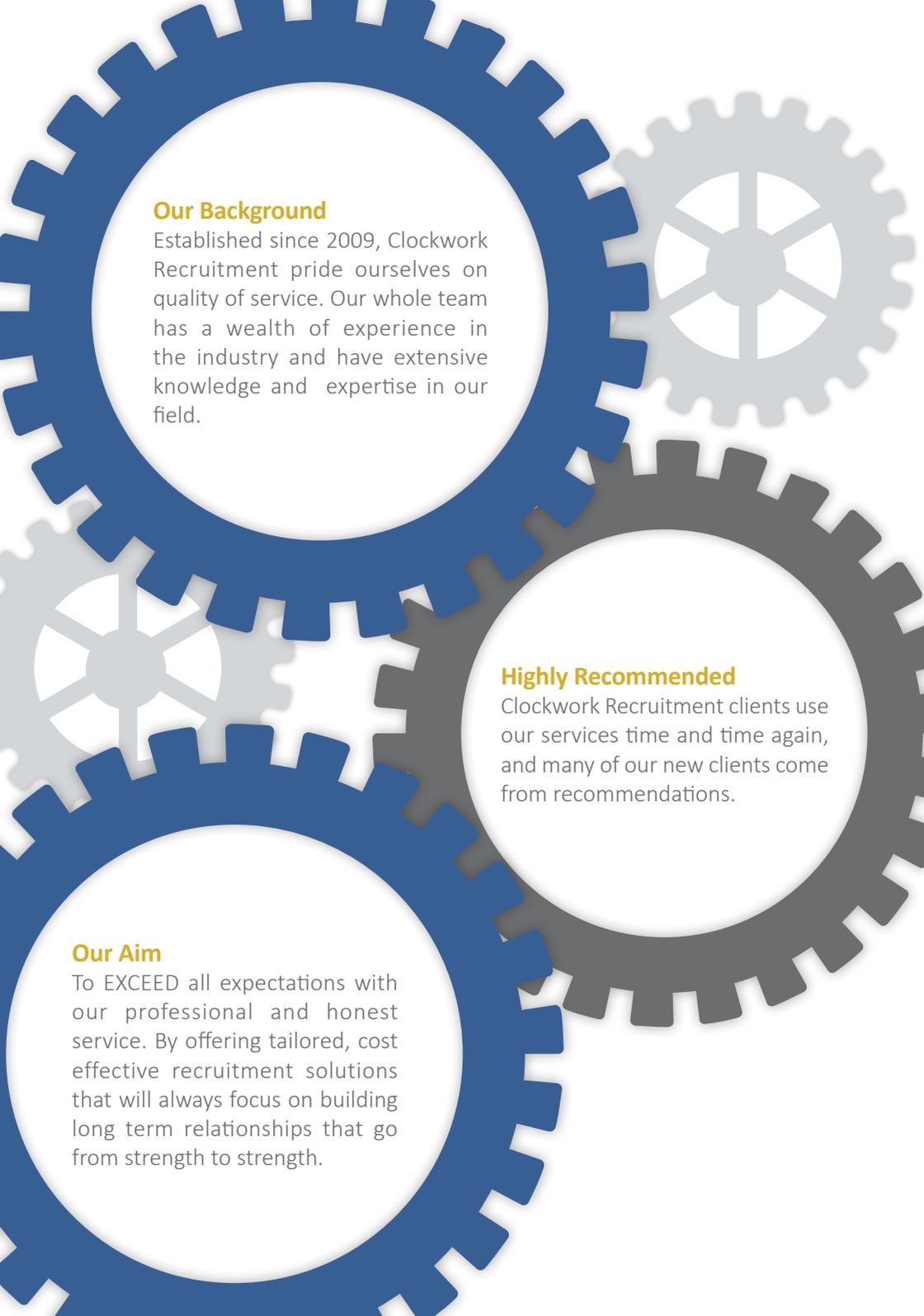


Clockwork Recruitment
Permanent & Temporary Recruitment

Making the
process of staff
RECRUITMENT
hassle-free

A Passion For
CONNECTING
PEOPLE

RECRUITMENT SERVICES
To US It's **PERSONAL!**



Our Background

Established since 2009, Clockwork Recruitment pride ourselves on quality of service. Our whole team has a wealth of experience in the industry and have extensive knowledge and expertise in our field.

Highly Recommended

Clockwork Recruitment clients use our services time and time again, and many of our new clients come from recommendations.

Our Aim

To EXCEED all expectations with our professional and honest service. By offering tailored, cost effective recruitment solutions that will always focus on building long term relationships that go from strength to strength.



**A Passion
for People
A Passion
for Placements**

Our Commitment To You

We take time to get to know our clients, and the settings in which they work. We like to visit client's premises as it helps us to identify their company culture and working environment. Our research enables us to find the ideal talent, not only by experience and skill set, but we also seek specific personality traits that we know will suit our clients. Therefore we are fully equipped from the start to find the best candidates for the most suitable roles, in the right companies.

"It is a pleasure to let Clockwork Recruitment work on our vacancies. They have a solid understanding of our company's purpose and values and we are confident that the candidates put forward suit the role. They take the hassle out of our recruiting. It feels as if they are a member of our team!"

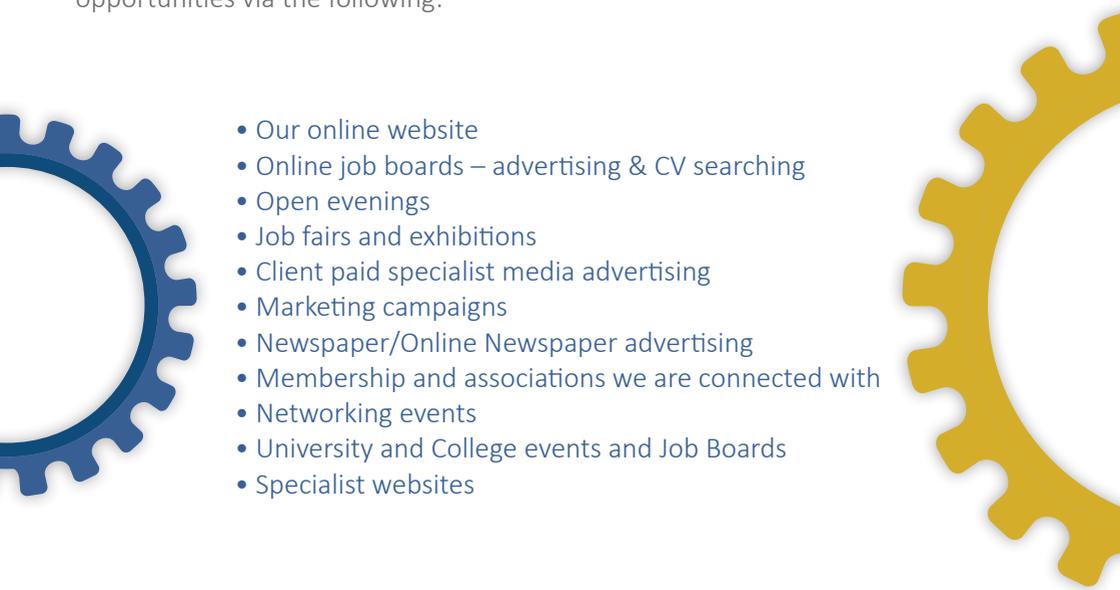
How We Find The Right Employee For You!

Being a well established and trusted recruitment agency, Clockwork Recruitment have a vast database of candidates to search through.

Our aim is to attract and locate top quality candidates, via many platforms and we always seek to match people who display an attitude, personality, and work ethic that appears most appropriate to our clients.

We are structured in such a way that we are constantly looking to match skilled people with clients and keep up to date with new candidates on the market or updated skill sets and work experience. Ensuring we never miss the opportunity to engage and register the best people available.

Seeking to attract potential employees, whilst always searching for new sourcing opportunities via the following:

- 
- Our online website
 - Online job boards – advertising & CV searching
 - Open evenings
 - Job fairs and exhibitions
 - Client paid specialist media advertising
 - Marketing campaigns
 - Newspaper/Online Newspaper advertising
 - Membership and associations we are connected with
 - Networking events
 - University and College events and Job Boards
 - Specialist websites

“Clockwork Recruitment have taken the time to get to know our business so whenever we have a vacancy, they know exactly the sort of candidates we like to see. They meet the candidates before we do, so we know that whoever they send will be suitable. It’s hassle free recruitment for us – the only hard decision is who to choose!”

To US It’s PERSONAL!

Our Dedication To Our Candidates:

Clockwork Recruitment works on an appointment only basis when registering candidates, enabling us to dedicate quality time with each and every registration. We ensure all our candidates are fully assessed and have the correct Right to Work documentation. We always strive for a relaxed environment putting people at ease, as we believe candidates feel more comfortable and are able to speak honestly and openly in this environment.

Our aim is to register high quality candidates, with a variety of skills and aptitudes and work alongside them to ensure they are interview ready. With our client's brand at the forefront and our reputation as a quality recruitment agency we always aim to offer constructive feedback and comments to our candidates at all times whether successful or not. Ensuring, if unsuccessful at this stage they move forward with positive advice and encouragement to try for a more suitable role.



By building on our working relationship we soon know who suits your company prior to job opportunities and can introduce candidates in advance of them applying for other roles in other companies.

Getting to know you and your business well allows us to immediately begin the process of finding the right person for you.

“Thank you for your hard work in getting these interviews arranged so promptly and efficiently. I know that we are all very pleased with the way that things have progressed since our meeting and I look forward to working more closely with you in the future.”



We go a step further than our competition...

Assessment Centre:

Once the right candidate(s) have been selected for your vacancy, we will send you their CV. Alongside this we will forward our own personal assessment of the candidate and the reasons for our selection.

We are able to test candidates on a number of software packages, some of these assessments are listed below:

Office Administration:

Typing, Spelling, Proof Reading, Accuracy and Speed

Finance and Accounts:

Purchase and Sales Ledger, General Bookkeeping, Payroll and Sage Line 50

Microsoft Software:

Word, Excel, PowerPoint, Outlook.

IT Support:

Programming and Operating Systems, SQL, Unix, Active Directory, Crystal Reports, Java, Net, ASP, SharePoint, Solaris and Redhat etc.

Interviews: Job Offers & Negotiations

Once a decision has been made on who you would like to meet for a first interview, let us know the preferred dates and we will work with our candidates to arrange.

All our candidates are supplied with everything they need to arrive on time and be interview ready, including research information of your company, contact details, directions and a full job description.

Post interview we will discuss the outcome with the candidate themselves and then gain your feedback.

Should you look to offer a position to one of Clockwork Recruitment's selected candidates we will handle the job offer process on your behalf, including any negotiations that may occur. Once the job offer has been accepted we will hand all the relevant candidate details over to yourselves to complete the process.

Everything we do is carried out confidentially and with official consent to do so, please check the link below for our privacy policies.

www.clockwork-recruitment.co.uk/privacy-and-cookie-policy

Our Fees:

We consistently benchmark our fees and are very competitive in the local market. Our charge to your company will be a percentage fee of the annual salary offered to the candidate + VAT. No invoice is sent for the work carried out to select the candidate until the candidate starts working for you on an official capacity. Therefore you pay nothing until after the new employee starts with you.

When We Invoice:

Although our team work extensively searching and interviewing potential candidates for you. You will only be invoiced once a candidate has been placed and starts working for you.

Flexible Solutions:

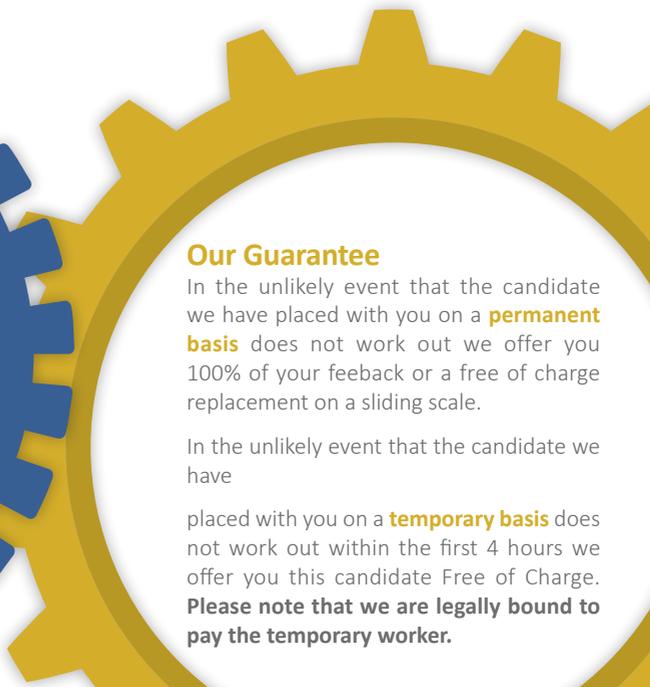
As we like to offer everyone an opportunity to find the right candidate for the roles on offer, we can also provide an Advertising Campaign Service. This enables you to advertise your vacancy on several job boards for a 7 or 14 day time period. This is ideal for those companies with smaller budgets or those that want to be more involved in the overall recruitment process of their candidates.

Clockwork Recruitment will provide the service of filtering through the responses and providing clients with the top five candidates that match your job and personal attributes descriptions. We, again will respond to all candidates whether they have been successful or not, as a matter of courtesy.



Rating Our Service

We want to know if we are doing a good job, therefore after we have worked with you, we will ask for your feedback via a questionnaire/ Google or our Facebook page.



Our Guarantee

In the unlikely event that the candidate we have placed with you on a **permanent basis** does not work out we offer you 100% of your fee back or a free of charge replacement on a sliding scale.

In the unlikely event that the candidate we have

placed with you on a **temporary basis** does not work out within the first 4 hours we offer you this candidate Free of Charge. **Please note that we are legally bound to pay the temporary worker.**



More Than Just A Recruitment Agency OUR VALUE ADDED SERVICES

Payroll Services

We provide a payroll service for those candidates that our clients source themselves, whereby we offer to manage the contract between the candidate and Clockwork Recruitment, therefore allowing the client to employ additional head count without a company contract between the employee and themselves. This is an ideal solution to project work or trialling specific roles internally.

Flexible Solutions

As we like to offer everyone an opportunity to find the right candidate for the roles on offer, we can provide an Advertising Campaign Service. This enables you to advertise your vacancy on a variety of job boards for a 7-14-day time period. This is ideal for those companies with smaller budgets or those that wish to be more involved in the overall recruitment process.

Recruitment Audit

We will review your current process and seek to provide you with the ideal structure for resourcing and engaging the ideal candidates i.e. reviewing your

job specifications, branding, benefits, onboarding and staff retention. Our service will be bespoke to your specific requirements.

HR Consultancy

We supply an HR Consultancy service with a specialist CIPD HR Manager to help with any of your employment issues.

Student Careers Advice

We are more than willing to work with local schools and colleges to provide careers advice, including preparation for the job market, CV content and layout to applying for jobs.

Careers Fair Consultancy

We have many years' experience within the consultancy area of business Exhibitions, including Surrey Careers Fair, Woking Means Business and Woking Careers Fair.

HR Audit

Our HR Audit service provides a structured framework for reviewing your existing HR practices to establish areas excellence, compliance and we look at ways to identifying ways of improving your processes, structures, outputs and service delivery.

**The Green | 3 Francis Place
Pirbright | GU24 0JU**

T | +44 (0) 1483 331382

E | info@clockwork-recruitment.co.uk

W | www.clockwork-recruitment.co.uk

