

Recruitment Process



1. Client Brief Agreed

- Our team is APMP Certified; we speak your language
- Assistance with the development of a job description and behavioural profile
- Full benchmarking of salaries / contractor day rates
- Designated Account Manager offering a single point of contact

2. Search Strategy Formulated

- Focussed search strategy based on your unique requirements to identify best matched candidates from our database of 10,000 candidates
- Advertisement of your vacancy on Bid Solutions' Website (2,000 unique visits per week), social media channels and UK's most popular job boards

3. Candidate Longlist Developed

- Targeted headhunting campaign agreed
- Full assessment of CVs against the opportunity and skills required to win, not simply job title matching

4. Candidate Suitability & Commitment

- Use our in-depth knowledge and understanding of bids and proposals to fully assess candidate suitability against the client requirement
- Skills based testing and behavioural analysis
- Provide pre-selected candidates with a client information pack

5. Present Candidate Shortlist to Client

- Presentation of shortlisted candidates to client with précis of suitability for the vacancy
- Full management reporting - provide client with detailed analysis of all recruitment activity

6. Arrange Interviews and Brief Candidates

- Fully understand the interview process and brief candidates accordingly
- Ensure interview logistics are fully understood by clients and candidates

7. Final Selection and Candidate Management

- Ensure constructive feedback is passed on in a timely manner to both candidate and client and proactively manage any questions or concerns

8. Offer Process and References

- Help both parties overcome any hurdles, ensuring a win / win situation

9. Agree Start Date and Finalise Contract

- Reference checking provided upon request
- Offer support / maintain contact to ensure a seamless on-boarding process

10. Feedback and Regular Contact

- New starter management / coaching
- Client and candidate satisfaction survey, ensuring we continuously improve