

# Recruitment Process

With over 40 years combined experience of recruiting bid and proposal specialists, we have the knowledge and skills to build your winning team. Our fully managed permanent recruitment service is led by an APMP Certified consultant who will guide you through the complexities and challenges of hiring the right person for your team. Whether you need a junior proposal professional or an experienced Bid Director, our fully managed service meticulously follows a 10 step process to ensure your expectations are exceeded throughout. At key stages of the hiring process we provide helpful advice regarding job descriptions, interview techniques, candidate assessments, and market-tested salary benchmarks. One in every three interviews we arrange results in an offer of employment.

## 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

Focused 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 (3,500 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.

