



Change Recruitment

Change Selection

Aim

Candidates attend a selection and assessment day in order to showcase their core skills through a combination of group and individual activities. While candidates participate in individual tasks the remaining group will work through set critical and abstract reasoning tests to determine basic competencies.

Methodology

The Change training manager will facilitate all activities. Appropriate managers representing the client are invited to attend to assess candidates, ensuring that a candidate's suitability can be matched to both the vacancy and the existing staff profile. After each activity the facilitator and managers will discuss if any eliminations from the group are to be made. By the close of the day a candidate or candidates will remain that have successfully completed all the activities. These candidates will then be given one final formal style interview. If satisfactory a position can be offered on the day.

Suitability

The process is flexible enough to assess both a raw, un-experienced and the more established experienced candidate. A range of activities is available or can be developed bespoke should a specific ability need to be assessed.

Example Content

- Client Introduction and Profile

A brief introduction is given about the client and their trading strategy and profile.

- Vacancy Profile and Responsibilities

A high level introduction is given about the vacancy it's responsibilities and remuneration. Both the negatives and the rewards of the vacancy are also outlined. This is to ensure that candidates are fully aware of expectations.

- Activity One – Group Debate

Each candidate is given a survival scenario with strict parameters. Based upon this scenario each candidate is given a time limit to establish a character and a solid reason to counteract these parameters to their advantage. Each candidate then presents their character and reason to the group. Candidates are then given



a time limit to discuss as a group who should and should not survive the scenario. During the discussion candidates are assessed for core reasoning and personality skills.

- Activity Two – Group Role Play

The group is divided into two. One group is nominated as buyers and one as sellers. Groups are briefed separately regarding the activity parameters. The facilitator changes these parameters during the exercise. The activity allows the assessment of both presentation and negotiation skills.

- Activity Three – Individual Role Play

The group will commence the critical and abstract reasoning tests. Candidates will be asked to a second room to participate in a telephone role-play. This will allow for the assessment of telephone manner and structured thinking.

- Activity Four – Group Presentation

Candidates are given time to plan a strict five minute presentation where they will reveal three facts to the group. One of these facts must be false. They must successfully conceal the false fact from the group. This allows for assessment of basic presentation and rapport building skills.

- Activity Five – Individual Presentation – Role Play

Candidates are given a customer profile. This customer will be played by the facilitator/manager. Based upon this profile the candidate must select relevant products for the customer and present those products to the customer and close a transaction.

- Formal Interview

Successful candidates that have passed assessment criteria are interviewed more formally by the facilitator and managers. Should a candidate be deemed suitable position(s) could be offered formally.

Duration

This selection process last for one day although timings vary on candidate attendance and numbers asked to attend formal interview.



Result

- Satisfies and excels most HR recruitment criteria
- Offers cost effective recruitment for multiple positions
- Offers stringent candidate screening
- Saves crucial management time spent interviewing
- Increases staff ability
- Increases staff retention
- Gives the business a uniform and level approach across the board
- Enables the business to implement and grow it's own unique culture with fresh resource

Fee Structure

- Flat fee for preparation for the day (exclusive of actual cost of advertising)
- This standard fee, however, includes:
 - Setting the advert
 - Placing the advert
 - Dealing with response (phone – e-mail – mail)
 - Processing CVs
 - Setting up of event
 - Running of the day itself
- Fixed Fee for each placement made
- Please contact us for more information



Change Service Level Agreement

Client Name	
Job Title / Turnover / Vacs Per Year	
Fee Per Placement	
Advertising Budget / Payment Timing	
Fee Payment – Monthly / One Off	
Free Replacement Period	
Service Level 1 – Candidate Call	Hours
Service Level 2 – Vacancy Confirmation	Hours
Service Level 3 – Shortlist Supplied	Hours
Service Level 4 – Candidates Interviewed	Days
Recruitment Skills Workshop Y / N	Number / Fee
Interview Service Y / N	Agreed Daily / Hourly Rate
Job Description / Joining Letter Y / N	
Signed / Job Title	
Date	



Change Recruitment Terms and Conditions

1. The following Terms and Conditions (the Terms) constitute the entire contract between Change and any subsidiary, associated company or partner (the Company) and any person, organisation or company (the Client) who employs an applicant introduced by the Company (an Applicant). No variation of these Terms will be binding upon the Company unless such variation is in writing and is signed by a Director or Partner of the Company.
 2. The Company's fee for the introduction to the Client of an Applicant employed by the Client shall be as detailed. Notwithstanding, the minimum fee in respect of all placements will be £X unless otherwise confirmed in writing by the Company.
 3. Where a Client instructs the Company to find an Applicant, the Client shall pay at the time of instruction either any costs attributed to a specific advertisement or any agreed advance payment or payments whether or not it leads to an engagement. The instruction shall be deemed to exist until its withdrawal is confirmed to the Company in writing. This payment is not refundable.
 4. If an Applicant introduced by the Company is employed by an associated company or organisation of the Client or any one to whom the details of the Applicant have been passed by the Client the fee set out will be payable by the Client who shall, for the purposes of these Terms, be deemed to have actually employed the Applicant. Further, if an Applicant is employed by the Client in a position other than the initial position agreed then the Company would charge the Client in accordance with the level at which the Applicant has been employed as detailed in clause 2.
 5. If an Applicant is employed by the Client (or deemed to be employed by the Client for the purposes of clause 4) within twelve months of the date upon which the Company introduced the Applicant to the Client, a fee in accordance with clause 2 will be payable.
 6. The Company does not recognise trial periods for Applicants. If an Applicant leaves the Client's employment within the first ninety days then a shortlist of further Applicants will be provided. If the Client then subsequently employs one of these Applicants, then no further fee will become due. No such replacement will however be made unless the following conditions have been fulfilled.
 - a) The invoice has been paid within the specified period in full.
 - b) The Company has been notified in writing within seventy-two hours of the Applicant giving or receiving notice or of the employment actually terminating if no notice is given or received.
- Any further advertising placed at specific request of the Client will be invoiced separately and such invoices must be settled within seven days of the date of invoice irrespective of the date of insertion of the advertisement.
- If the Client re-engages the Applicant within twelve months of termination then a fee in accordance with clause 2 will be payable for the replacement Applicant.
7. These Terms shall apply in the event of a Client employing or being deemed to employ any employee of the Company.
 8. The Client is solely responsible for taking up an Applicants references and for satisfying itself as to the suitability of an Applicant for any vacancy. The Company cannot accept responsibility for any statement or representation made about an Applicant, whether or not in writing, nor can it accept responsibility for any loss, expense, damage incurred directly or indirectly by the Client in respect of any Applicant.
 9. For the purpose of these Terms an Applicant shall be deemed to be employed by the Client whether engaged under a Contract of or for Services.
 10. An Applicant shall be deemed to have been introduced to the Client by the Company notwithstanding the fact that the Client already knew the Applicant.
 11. The Terms shall be deemed to be accepted by and binding upon the Client upon any Applicant being interviewed by the Client or upon offer of employment being made by the Client to an Applicant which ever shall first occur.
 12. For work performed on behalf of UK registered companies all amounts invoiced will be subject to VAT payable at a rate of 17.5%.
 13. The fee becomes payable within seven days of an Applicant commencing employment with the Client. The Invoice will be submitted to the Client upon the Client making an offer of employment to and the Applicant accepting an offer from the Client. The Company reserve the right to charge interest on fees overdue by more than seven days at the rate of 3% per annum above the basic rate of HSBC Bank Plc accruing from day to day from the date payment is due until payment in full.