

# Recruitment Consultancy Service



The Chesterfield and North East Derbyshire  
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Are you looking to employ staff? Links can help you achieve this with our recruitment consultancy service. This service is available for community groups and voluntary organisations who operate in Chesterfield and North East Derbyshire. We can help you with:

## Preparation

- Preparing your organisation and management committee on the roles and responsibilities as an employer.
- Producing templates of employment policies and procedures
- Adapting a contract of employment that is compatible to your organisation and current legislation

## Training

- Helping you draft a job description and person specification
- Adapting a job application form
- Information on shortlisting guidance, scoring methods and interview questions

## Recruitment Process

- Publicising the job advert to a range of sources such as job sites, the Job Centre, newspapers and relevant community and voluntary organisations
- Creating and sending job application packs to the candidates
- Creating letters to invite shortlisted candidates to attend an interview and informing unsuccessful candidates
- Supporting your management committee to provide feedback to unsuccessful candidates

## Post-Employment Training

- Reviewing the Committee's position as an employer

Please contact us for a quote on 01246 274844 or by email to [info@linkscvs.org.uk](mailto:info@linkscvs.org.uk)