



DS Recruitment & HR Services  
Complete HR Solutions



# Complete HR Solutions



# Permanent Recruitment

**“The right people” each and every time**

We know from listening to our clients that you want to increase performance in the office as much as in every other area of your business. And there is a new focus on people. New working practices and the growth of technology mean you need staff who are flexible in their approach and multi-skilled on office systems - but - still have to be the right people. They need to suit your organisation, and have the right attitude, enthusiasm and initiative.

This is why the way we select and supply people is so important. We work closely with you to understand your business and your requirements as thoroughly as we understand the staff we supply. We want to be sure that the match is perfect for you both.

## About us

DS Recruitment & HR Services embraces quality as a continual process. We are dedicated to the development of new and innovative processes for the selection, skill assessment, training and personal development of its people. We strive to anticipate customer demands with a flexible service where quality standards and cost-effectiveness exceed expectation.

## We operate in the following market sectors and specialisms:

Call Centres; Customer Services; Secretarial & Administration; Sales & Marketing; Accountancy; IT & Creative Media; Human Resources; Insurance & Financial Services; Legal; Purchasing; Logistics & Warehousing; Construction & Engineering; Graduate Recruitment



## Our Permanent Services

Include the following elements that can be tailored to meet your specific requirements.

- ◆ **Dedicated point of contact**  
Wherever your business, we can ensure that you have a dedicated point of contact for all your workforce requirements
- ◆ **Site Visits**  
We aim to visit you personally, helping us understand the dynamics, culture and environment of the team or department the new recruits will join
- ◆ **Customised skills evaluation**  
Using our unique on-line testing system, we can design assessments specifically to measure candidates abilities in relation to your specific needs
- ◆ **Candidate profiling and Short Lists**  
Time-saving pre-screening by our experienced consultants
- ◆ **Interview**  
All interview arrangements and candidate's correspondence is handled to your specific requirements
- ◆ **Payment on results**  
We charge no fee until your new employee commences employment
- ◆ **Replacement and Refund Guarantee**  
Benefit from the peace of mind offered by our choice of a free replacement or refund if the engagement terminates prematurely
- ◆ **Regular Service Monitoring and Review Meetings**  
Allowing you to measure our success in delivering the service you expect and providing a basis for focused and continuous improvement

“DS Recruitment is like no other recruitment company we have ever dealt with. They LISTEN to the brief and check back that they UNDERSTAND what we are looking for. They do not bombard us with candidates that do not fit our criteria. They do not WASTE our time. In other words, they work with us in partnership because they are interested in our business and not just in their own. Working with DS Recruitment & HR Services works for us.” Phil Richardson, Managing Director of Euromedical Systems Ltd

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# HR Services

We know from listening to our clients that you want to increase performance in people as much as in every other aspect of your business. With this new focus on people performance - new working practices and the growth of technology mean you need staff who are flexible in their approach and multi-skilled, but they still have to be the right people. They need to suit your organisation, and have the right attitude, enthusiasm and initiative.

## About us

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## Why us

DS Recruitment & HR Services has been established in the belief that businesses need access to the most qualified HR resources and advice to support their drive for high business performance. Improved People practice is increasingly a requirement in order for companies to remain competitive in today's business environment where attracting and retaining the best candidates is imperative. DS Recruitment & HR Services was formed in 2003 to bring together the full spectrum of services (from recruitment and selection to employee development) to better meet the demands of our clients to drive improved performance through their people. With our wealth of experience we are able to provide a tailored, hands-on service that delivers maximum return on your investment.

## Our service

DS Recruitment & HR Services also work in partnership with an excellent network of researchers and associates, all of whom are experienced in their field. They act as trusted professional support to meet our client requirements. Our Professional Accreditations include membership of CIPD, Chartered Management Institute, Recruitment and Employment Confederation (REC), Personality Profiling (Thomas International).



We also have significant expertise in gaining Accreditation for our clients in Investors in People, Modern Apprenticeships as well as attracting Funding from Chambers of Commerce, Business Links and LSCs.

## Benefits to your business

DS Recruitment & HR Services can assure the following benefits to all its clients:

Controlled and cost-effective expenditure, there when you need it, not when you don't.

Delivery of HR support activities by capable specialists thereby allowing management to focus on their core business strengths.

Close partnering with management teams to understand business priorities and deliver business-focused HR solutions.

## What we do

- ◆ HR Health Check
- ◆ Skills Assessment
- ◆ Company Policies and Staff Handbook
- ◆ Training & Development
- ◆ Access Funding
- ◆ Management Development
- ◆ Assessment Centres
- ◆ Personality Profiling (Thomas International)
- ◆ Work-Life Balance
- ◆ Investors in People
- ◆ Employee Surveys
- ◆ Employee Benefits
- ◆ Graduate Recruitment

“The team at DS Recruitment have provided essential HR and recruitment services to our business. They have helped us consolidate personnel from two companies and have given us a platform for the future. DS Recruitment is friendly and professional. They go the extra mile to ensure that we get a service tailored to our business - DS Recruitment is our HR department.”

Graham Hardingham, Director, 2CQR Limited.

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# Working in Partnership



At DS Recruitment & HR Services our mission is “to be a beacon of excellence in the provision of high quality Recruitment and Human Resource solutions, dedicated to the development of new and innovative processes for the selection, skill assessment, training and personal development of its people.”

We strive to anticipate customer demands with a flexible service where quality service and cost-effectiveness exceed expectation.

We offer an outsourced recruitment and selection model to reduce the costs of volume recruitment and ensure deadlines are met. You can either choose to outsource the process entirely and use our end-to-end recruitment service, or choose the most desirable options from a menu of services such as:

- ◆ **Candidate attraction**
- ◆ **Response Handling**
- ◆ **Assessment through telephone based pre-screen**
- ◆ **Assessment through computer-based applications, role plays or psychometric testing**
- ◆ **Competency-based interviewing in line with the competency framework**
- ◆ **Recruitment and selection administration to support the process including referencing**

Volume recruitment requirements are by their very nature usually resource intensive to manage and support. In addition, the volumes mean that recruitment activity is often business critical and subject to tight timescales. Our outsourced model allows us to replace the risks, costs and management time associated with these projects with the security of invoicing solely on successful placements.

## Our Service

Our steadfast commitment to ‘Ethics First’ provides the framework for our relationships with employees, job candidates and clients. Honesty, Integrity and Professionalism are the core principles of our business.

We expect our people to adhere to these standards in their daily actions. Integrity is the common fabric of the people we hire and will continue to define our business as we continue to grow.

We aim to build long-term relationships with clients and candidates whilst consistently using new practices and technologies to improve our services - we recognise the role our clients and candidates play in our success.

## What Next?

So whether you are an **Employer** or a **Candidate** you can rest assured that DS Recruitment & HR Services will offer you a professional and tailored service. **Please contact us to see how we're different to other Recruitment Agencies.**

“DS Recruitment & HR Services have a different approach. From initial contact throughout the recruitment process I was fully confident that I was dealing with people that I could trust. I was dealing with real people who broke the mould of trying to fit square pegs into round holes. Matching people with people and not as so often is the case, someone with a job! This is not a numbers game - this is people's future.” Mark Webster, Business Development Manager

“When I made contact with DS Recruitment it was a refreshingly different experience. I soon felt they understood me as a person and appreciated what I had to offer to a future employer. With their help I soon found myself in an ideal role where I was able to utilise my skills and experience. I can recommend DS Recruitment's services to anyone looking for a high level of personalised service and professionalism.” Kevin Jones, National Sales Manager

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