



## Clearview Minds

Think Different Be Different

### 3i Recruitment Management

Here at Clearview Minds, we work on both sides of the recruitment cycle to helping companies recruit the right staff for their organisations. Whether it is a young apprentice or graduate you are seeking or a more experienced staff member, we can help you by providing extra resource and expertise to meet the deadlines you require.

#### What are the vital elements of the 3I Recruitment Management Initiative?

- One point of contact throughout the process
- Development of customised recruitment procedures to meet your needs
- Production of job specifications and detailed person specifications
- A clear strategy to source and secure new staff which ties in with the culture of the business
- Expertise across a wide range of disciplines including engineering, manufacturing, construction, banking, retail, 3<sup>rd</sup> sector, freight, business services
- The use of technology to shortlist candidates
- Provision of all required documentation
- Responding to candidates responsively and within predetermined timelines

#### Areas of expertise include:

Interview skills training  
Psychometric testing  
Design and deliver of assessment centres  
Competency based interviewing  
Interview guides

Management of all interview timetables  
Support with advertising campaigns  
Development of recruitment policies  
Assessor Training

#### How do we make it work?

On engagement, our strategy is to:

- Agree a communications and project plan at the start of the initiative
- Understand the culture and values of the business
- Review current processes and strategy, providing feedback on future development
- Provide uniform materials for future use which can easily be customised
- Engage with all staff involved in the recruitment process and upskill as required
- Cover all necessary administration duties necessary in a successful recruitment campaign
- Liaise with all candidates and suppliers as required to optimise resources

For more information contact [info@clearviewminds.com](mailto:info@clearviewminds.com) or talk to us at our offices below.

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