



National: 0845 231 2233 Head Office: + 44 (0)161 443 0000

Print: Packaging: Capital Equipment & Consumables: Drives, Controls & Automation: Ingredients & Raw Materials: Machine Tools & Tooling: BMS

Company Profile

Established since 1992, Key Recruitment is a specialist consultancy with a leading presence in a number of specific industries including:

- **Print**
- **Packaging**
- **Capital Equipment & Consumables**
- **Ingredients & Raw Materials**
- **Drives & Controls**
- **Machine Tools & Tooling**
- **BMS**

Operating within UK and European market places we offer a comprehensive approach to recruitment. Focussing on vacancies at all levels from technical, sales and managerial up to board level, our industry specific consultants utilise a combination of advertising, networking and search and selection techniques to identify and source suitable candidates on behalf of their clients.

Here at Key Recruitment we pride ourselves on forging long-term, strong business relationships with our clients, therefore we take the time to understand your requirements, providing an effective and efficient service whilst managing the whole recruitment process from start to finish.

We take the time to train and develop our team of specialist consultants, ensuring they have a thorough knowledge and experience of their own specific market sector. Consequently our clients receive the very best recruitment services from people who understand their industry requirements.

Our Services:

The Executive Search and Selection Service

Concentrate on your core business confident in the knowledge that your recruitment requirements are being looked after by an experienced industry specific professional in the strictest of confidence and in the most efficient manner.

We provide a bespoke level of service to our clients, tailored to suit your needs. The search & selection assignment involves sourcing candidates' specific to your requirements via the following levels of service:

The File Search

Firstly we utilise our existing database of print professionals. We would use this to source any possible candidates who match your specific criteria.

The Networking Exercise

As an industry specialist we will also use our database to aid in our networking exercise. Agencies cannot offer this, only specialist consultancies such as Key Recruitment are able to. We have built a large, specialist network, which we utilise for referrals, references and most importantly as a route to specifically identified candidates.



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Executive Search & Selection Continued

The Headhunt

Firstly a list will be compiled containing companies we expect could contain the right level of person to fill the vacancy assigned. This list is confirmed with yourself for you to remove any companies such as key suppliers or customers. We would also hope at this stage for any other suggestions from you. Research will then establish who within the respective companies has the necessary skills to satisfy the job specification. Approaches will then be made. At this point a short list of suitable candidates will be formed. We would expect to have this shortlist in ten days. If we cannot provide a sufficient number of quality candidates we will be in a position to provide a detailed report on the problems incurred so the parameters can be re-assessed.

Advertising

Our in-house marketing team is able to devise advertising campaigns for particular assignments. We carry out research to establish the most appropriate combination of print and internet advertising which is tailored to suit your particular recruitment requirements. We have extensive experience of placing adverts on behalf of clients and regularly advertise in all the major trade journals as well as regional and national newspapers. In addition we are continually placing live roles on renowned websites with a proven track record of regularly attracting high quality candidates. Website advertising is a very cost effective way of sourcing candidates and we are able to offer clients free, confidential advertising on a variety of sites. Jobs can be advertised immediately on receipt from the client and responses generated the same day.

The Market Report

During the assignment should we experience any difficulty in identifying interested candidates of the right calibre we will be in a position to write a full market report detailing our findings. This report highlights any negative market perceptions, salary problems or any other factors restricting our success. This will allow the client to make an informed decision on how to progress with the assignment.

The Benefits of the Executive Search and Selection

- It highlights the first class candidates before they appear on the open market, i.e. before your competition is aware they are looking.
- It gives you the confidence you are choosing from the widest possible selection of top class candidates.
- The report highlights any negative market perceptions of your company.
- The report highlights any problems with the role or package on offer and helps to make an informed decision on the next step e.g. raise the salary, lower expectations.
- The report will give specific reasons should the position prove difficult to fill.



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Writing a Job Specification

It is important when writing a job specification to write down all of the specific information the candidate is interested to hear. Poor job specifications are often too brief or alternatively too long and full of irrelevant information.

They should follow a structured format which will include:

The organisation –

Include a brief overview of your company, how it has developed, the size, the key markets & products you specialise in. This will instantly allow the candidate to see if it something that excites them and if it is a market they are familiar with.

The role –

What the role will involve, key responsibilities, customers they will be dealing with, where they need to be located, the reason for the position. Also include any training that will be part of the role – the candidate will want to know how they can further develop their career.

The Structure –

It is important to tell the candidates how many people are in the team, who they will be reporting to, who are the key members of the organisation.

Experience Required –

What background do they need to have come from, do they need to have any qualifications? What sort of personality should they possess – if it is a sales role do they need to be purely new business focussed or can they come from an account management background. If it is a technical position be specific about the technical knowledge they should have – is it essential or desirable. Would you consider applicants from other sectors within the industry?

Benefits –

Finally the package. What benefits will be included on top of the basic salary? Will the candidate receive a company car or allowance? Pension or health insurance? Is there a bonus or commission structure? Often these days it is the overall package that entices a good candidate rather than the basic salary.



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Age Discrimination Act

On 1st October 2006 the Age Discrimination Legislation came into force to protect against age discrimination in the work force.

The new law ensures that people are no longer denied jobs or harassed because of their age and in most cases will have an equal chance of training and promotion.

Age discrimination can be explained as occurring when someone treats a person less favourably because of their age, and thus uses this as a basis for prejudice against and unfair treatment of that person.

Employers need to comply with the new legislation by checking that all their policies and procedures are in line with the new requirements, and seeking advice where necessary. Here are some tips to ensure that you abide by the new law;

- Make sure your selection procedures are age neutral.
- When writing job adverts or specifications ensure they are free of direct or indirect age statements
- Avoid phrases such as 'experienced', 'mature', 'young', 'dynamic' and 'must have x years experience'
- Consider if any experience that you request is necessary, such as 'educated to degree standard'
- Age criteria should not be taken into account in employment decisions and used only for monitoring purposes.
- Interviewers and those concerned with selection must not be subjective on the basis of physical characteristics and must ensure your decisions are based on objective criteria, relevant to the job and merit.
- An individual's age should not be used to make judgements about their abilities or fitness.
- Pay and terms of employment should not be based on age, but should reflect the value of individual contributions and standards of job performance.
- All employees should be eligible for training and development programmes.
- Alternatives to redundancy should be considered, such as shorter hours, part-time working and contractual arrangements.
- Requests to work beyond retirement age must be properly considered.



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Interview Facilities:

Need a confidential location?

If an alternative location to your own site would be preferable, then why not use our free in-house interview facilities?

Our new purpose built company premises, just off Junction1 off the M60, boasts a spacious boardroom with seating for up to 14 people plus board facilities as well as two extra interview rooms.



Want to avoid unnecessary travel?

In order to escape the busy traffic why not stay overnight at the Waterside Hotel, Didsbury. Offering special discounted rates for all of our clients take advantage of the fantastic leisure club facilities with pool, Jacuzzi, Gym and more. Conveniently it is 5 minutes away from our company premises and close by to all motorway networks and Manchester Airport.

Alternatively there are a number of other suitable hotels in the area including Didsbury House Hotel a contemporary Victorian villa in the suburbs of the village or the Travel Lodge, Didsbury situated on the A34 near the Parris Wood entertainment centre.



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Counter Offers

Often when one of your employees hands in their notice after having been offered a position with another company you may be tempted to ask them to stay – this is also known as a counter offer.

Often you will offer them–

- **More Money**
- **Sometimes Promotion**
- **More Responsibility**

Whilst at the time this may seem like the best solution - it is not always a positive thing.

Are they Worth it? -

If the candidate was worth that much to the company in the first place why are you only now offering a pay rise or a promotion. Whilst in the short-term it seems like a more cost effective way than to go through the whole process of hiring someone else this is not always the case. If you didn't think that person was up to the job in the first place the chances are that they aren't.

Short-Term Benefits -

Think about the reasons why the candidate wants to leave the company—are any of those reasons going to change long term. In the short term you can fix those feelings of restlessness, however eventually they are going to come back – they might use the fact that they got a pay rise in the future by handing their notice in again to get more money – where do you draw the line? 80% of candidates accepting counter offers will leave or are asked to leave within 6 – 12 months of initially handing in their notice.

New Opportunity –

It is also important to think about the opportunities that could arise with the prospect of a new member of staff. If one of your employees is getting restless the chances are a few others will be too. By bringing in someone new with fire in their belly, looking for a new challenge you can inject some of this enthusiasm into your current employees. It may seem like a costly exercise in the short term, however in the long term it will end up being the cheaper option.



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Total Solution: The Key Group of Companies

The most valuable asset in any company is the people it employs. Consequently, constructing an efficient, qualified and committed workforce has a significant impact on the success and failure of your business...

The Key Group of Companies consists of six companies, each providing services that ultimately manage the costs of employees throughout every stage of their careers - from recruitment through to retirement. The management of these employee cost structures is essential to every organisation in its efforts to achieve success in the modern business environment.

Each member of The Key Group delivers an important range of services which, when viewed collectively, forms a portfolio providing a "Total Solution" approach to the Human Resource function.



Key Recruitment Ltd

Provides Specialist recruitment services and associated human resource solutions to industry

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Grendonstar Distribution Ltd

The UK's leading provider of solutions to the problems associated with substance misuse in the workplace.

Tel: 0161 443 0000

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Clarity Healthcare Ltd

Providers of tailored, cost effective Occupational Health Solutions for UK companies regardless of size and structure

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Key Financial Planning Ltd

Specialists in providing objective and expert advice to businesses on implementing and reviewing affordable employee benefit schemes

Tel: 0161 443 0000

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web: www.keyfinancial.org.uk



ISS Ltd

Specialists in cutting edge Customer Relationship Management and Sales Force Automation systems. The ISS process is designed to maximise efficiency and profit within your organisation.

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