



www.slpersonnel.co.uk

S & L Personnel Limited believes that an agency is only as good as the staff they supply to their clients. With this in mind when recruiting we ensure that both our managers and consultants follow a strict recruitment process which has been fully endorsed by our governing body the Recruitment and Employment Confederation. A brief outline of this process is listed below:

Pre-Interview Telephone Vetting:

To ensure we only sign up committed staff we do not accept applicants who drop in off the street. All applicants must telephone our office and complete our telephone pre interview before they are invited to attend our offices for the next stage of our registration process below.

Written Application Form:

Completed during interview to assist in the assessment process.

Numerical and Literacy Test:

Tailored to your business requirements to ensure the applicant has all the necessary skill sets for the role in question.

Manual Handling Test:

This ensures all our staff have the necessary knowledge to allow them to follow safe working practices whilst on our client's premises.

Thorough One to One Interview.

To obtain an insight into the character of the applicant as well as record their previous work history. This knowledge allows us to place the applicant in a role most suited to their particular needs ensuring staff retention.

Health Screening:

To ensure applicants are physically fit and able for position applied for.

Reference checks:

We perform a reference check of all applicants prior to any job offer to ensure full peace of mind to our clients.

Rights To Work In The UK Checks:

We perform a full check on every applicant's rights to work documentation, plus copies of all documents are kept on our records to ensure full compliance with all relevant laws.

Full Induction:

Where necessary a full induction process is available to our clients.

