



OUR RESOURCES PACK INCLUDES:

Pre-Recruitment Resources

- Cost Analysis of Replacing an Employee
- How to Analyse the Job
- Example of A Job Description
- Example of A Person Specification
- 9 Steps of Recruitment and Selection.

General Administration Resources

- Chairperson's Interview Checklist
- Eligibility to Work in UK – Template
- Interview Invitation Letter to Candidate
- Interview Reject Letter to Candidate
- Interview Reject Letter to Candidate at Shortlisting Stage
- Psychometric Testing Invitation to Candidate
- Psychometric Testing Reject Letter to Candidate
- Reference Request Template

Specific Great Britain Resources

- Example Employment Application Form
- Example Recruitment Monitoring Form
- Letter of Job Offer

Specific Republic of Ireland Resources

- Example Employment Application Form
- Example Recruitment Monitoring Form
- Letter of Job Offer

Specific Northern Ireland Resources

- Example Employment Application Form
- Example Recruitment Monitoring Form
- Letter of Job Offer





WHEN SELECTING INTERVIEW QUESTIONS FROM ANY PACKAGE, YOU WILL BE ABLE TO CHOOSE FROM THE FOLLOWING AREAS:

Business Areas | Administration | Accountancy | Advertising & PR | Business Consultancy | Charity & Voluntary Work | Creative Art & Design | Energy & Utilities | Engineering & Manufacturing | Environment & Agriculture | Healthcare Administration | Hospitality & Events Management | Information Technology | Law | Banking & Finance | Leisure, Sport & Tourism | Marketing | Media & Internet | Property & Construction | Public Services & Administration | Recruitment & HR | Retail | Sales | Science & Pharmaceuticals | Social Care | Education - Teachers | Education - Administration | Transport & Logistics

Competency Areas | Being Dependable | Developing Others | Improving Work Practices | Integrity | Leadership | Leading Change | Performance Management | Personal Development | Planning & Organising | Respecting Diversity | Building Relationships | Business Awareness | Communication Information | Creating Innovation | Customer Service | Decision Making | Delivering Results | Showing Resilience | Problem Solving | Team Working | Communicating with Influence | Big Picture Thinking | Quality Driven | Collaborative Working | Pioneering Performance

When you purchase the Gold Lite Package you will receive:

- Interview Questions Template

When you purchase the Gold Max Package you will receive:

- Interview Questions Template
- Guide to Professionally Interviewing

When you purchase the Gold Pro Package you will receive the Complete Resources Pack, documents detailed above plus the documents detailed below. You can also purchase the Resource Pack separately.

- Interview Questions Template
- Guide to Professionally Interviewing