



Cl^over

R E C R U I T M E N T



WELCOME TO **CLOVER RECRUITMENT**

Clover Recruitment is part of Clover HR.

At Clover HR we understand that you built your business to do the thing you love and are good at – not necessarily managing people - so we are committed to providing quality and trusted advice and support that you can rely on.

Our sole purpose is to add value by supporting you to get the very best out of your team so you can drive the business forward and grow. Our mantra of 'do the right thing' drives us to excellence, to exceed expectation, to never settle for second best and to have as much fun as possible doing what we love.

As recruitment forms a vital component of the employee life cycle, it's a natural extension of our service offering.



CLOVER RECRUITMENT

ABOUT US

Whether you are looking for permanent or interim staff, Clover Recruitment will help you find the right person quickly and efficiently, managing the end-to-end process from job description creation and contract negotiations to tailored new starter checklists and onboarding.

We have a dedicated and experienced recruitment team, who are experts in their field, with unrivalled experience across a number of industries and sectors, across all levels up to and including C-suite and Director. This wealth of experience means that we are able to find that 'needle in a haystack' to best meet your requirements.

We understand the importance of recruiting the right person for your team and business. Clover Recruitment gives you the stability to concentrate on maximising your businesses potential while we manage the end-to-end recruitment process.

CLOVER RECRUITMENT

WHAT WE OFFER

We have a dedicated Recruitment Team, allowing us to respond to your recruitment needs in the timeliest manner possible. Our honest and pragmatic approach ensures that we deliver a seamless service.

At Clover Recruitment we provide a full end to end service including follow-ups and the opportunity to retain our services because we truly understand the challenges and pressures of navigating recruitment as a business owner.

Our recruitment package is incredibly competitive and cost-effective to our retained customers, as we already know you and your business. The fee is only charged upon commencement of your new employee, on their starting day with you.

We charge a little more if you are not a retained HR client, however, we remain exceptionally competitive. We operate on a contingency basis, so the only upfront cost is the initial cost of placing the job advert.



CLOVER RECRUITMENT

OUR SERVICES

We will work in partnership with you, getting to understand you, your team and your business- think of Clover Recruitment as your own internal recruitment team.

With a vast amount of recruitment experience within the team, we have experience of recruiting across multiple sectors, at all levels, up to and including Director level posts. This includes Administration, HR, Marketing, Finance, Logistics, IT, Sales, Account Management and many more.



**JOB DESCRIPTION
CREATION**



**JOB
ADVERTISING**



**CANDIDATE
INTERVIEWING**



**CONTRACT
NEGOTIATION**



**OFFER LETTER
CREATION**



**NEW STARTER
CHECKLISTS**



**NEW STARTER
ONBOARDING**



**INTERNAL POLITICS
MEDIATION**



**EMPLOYMENT LAW
GUIDANCE & ADVICE**

CLOVER HR

HOW WE RECRUIT FOR YOU

At Clover HR, we work in partnership with you to become an extension of both, your business and team, in order to develop and deliver personalised service, tailored to the needs and requirements of you and your team. Providing expert advice and guidance, we not only, help you with day-to-day HR but also support you with any potential challenges you may face.



INITIAL CONSULTATION

We set up an initial consultation with you over the phone or in-person to learn more about your business culture and understand exactly what you are looking for in a candidate, from their skills and experience to their personality.



VACANCY ADVERTISEMENT

Based on our consultation, we create a job description and person specification for the role to serve as a reference throughout the hiring process. This forms the basis of the job advert. We then work closely with you to confirm the best, most relevant job board(s) to utilise in order to reach your target market.



INTERVIEW AND HR SUPPORT

We manage your applications, conducting initial telephone interviews with all suitable applicants. We then create a short-list for you to interview. We will advise on the structure and content of the interview inc. competency-based questions that are in line with the role. We will manage the interview process, liaising with the short-listed candidates to arrange a suitable date and time. If required we can also provide a HR presence at the interviews. We will also collect, collate and provide feedback to all interviewed candidates.



MANAGEMENT OF OFFER PROCESS

We manage the offer process for you, making the offer, negotiating if necessary and informing other candidates they have been unsuccessful.



POST INTERVIEW CHECKS

Finally as your trusted people advisors we would do references checks (and any other checks that may be relevant to the post), and send out offer letters and a contract of employment.



ONBOARDING & CHECK IN

We will continue our support throughout the onboarding process. We will check in with both you and the candidate on the starting day to make sure all goes smoothly. We will then check in with both you and the candidate circa 4 and 8 weeks into their employment.

CLOVER RECRUITMENT

WHY BUSINESSES CONTINUE TO CHOOSE US

At Clover HR, we pride ourselves on being recruitment experts, our experienced staff have recruited across many industries and at all levels: in-house and agency. We have matched thousands of employees with their perfect jobs in companies across the UK, from London to Manchester, Birmingham and Worcester.



Clover Recruitment has worked very closely and very thoroughly with all of our teams in the UK and in Dublin in helping provide quality Talented resources In all areas of our Business. They are true Business Partners who challenge appropriately to help us grow and develop. We would not be without them.

UTRACK



We have used Clover Recruitment nationally to source and find staff and crew at various levels of seniority. Their speed of response, flexibility and responsiveness have been second to none. Our Customers rely on us for excellence and value in delivery which is why we would have no hesitation in recommending Clover Recruitment if you are looking for the same.


HIGHWAY TRAFFIC MANAGEMENT



Clover have support us with our recruitment needs throughout our continued growth, it's a seamless process for us and the recruitment team were very attentive to our exact needs and took a lot of the timely process away vetting candidates.

Thanks for the continued support.

EASY-TRUCK



"People are a businesses biggest asset, and
employing the right people is crucial.
It is vital to have a good recruitment
process in place to attract the right talent".

- MICHAEL DOOLIN

Managing Director, Clover HR

Clover

RECRUITMENT

YOUR TRUSTED RECRUITMENT PARTNER

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