



Clover
RECRUITMENT

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**

If you are looking for permanent or interim staff, Clover Recruitment offer a complete recruitment service that will find the right candidate's quickly and efficiently, our search led approach leads us to find the best candidates in the marketplace. We manage 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 all industries and sectors recruiting commercial and industrial staff from entry level to director roles on a nationwide basis. 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.

We offer a highly competitive fee structure and tailormade packages to suit our clients needs.

CLOVER RECRUITMENT

OUR SERVICES

Our Consultants work in partnership with your hiring managers to gain an in-depth understanding of your business, culture and team which enables us to assess the right candidate "fit" for your organisation. Think of us as your own internal recruitment department!

Our Teams vast range of experience allows us to recruit across a wide range of disciplines including HR, Finance, Sales & Marketing, IT, Administration, Procurement, Engineering, Education 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**

HOW WE RECRUIT FOR YOU

At Clover Recruitment, we work in partnership with you to become an extension of both, your business and team, in order to develop and deliver a personalised service, tailored to the needs and requirements of you and your team. Providing expert advice and guidance, we are here not only to fulfill your recruitment requirements but also to support you with any potential wider staffing/HR 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

A man in a dark suit and patterned shirt is speaking at a podium. He is looking towards the right. In the background, there are blurred figures of other people and a whiteboard with some text on it. The image has a greenish tint.

"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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