

**Our  
future.  
It's in  
our hands.**

**Benefits to the business of using our service:**

- Reduced recruitment costs
- Relevant training for candidates in line with business needs pre interview
- Qualified and 'job ready' candidates for you to interview
- Reduction in wasted hours arranging interviews and then having totally unsuitable people turn up
- Reduction in wasted hours waiting for people to turn up for interviews who never do
- Further training opportunities when in post to continue to develop and enhance the needs of the individual and the business

It is estimated that the present day Liverpool workforce embodies approximately 129,000 qualifications gained by past and present learners.

These added skills promote business productivity and increase regional income.

The College provides more than 500 academic and vocational courses. The programmes range from basic skills to higher education qualifications. The College is proud of its continuing record in providing education and training and a way into employment for many people traditionally excluded from these opportunities.



**Recruitment Solutions & Redundancy Support**  
**Adding Value to Your Business**

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## To follow a flow detailing typical activities when recruiting

The average recruitment cost of filling a vacancy per employee is £4,333, increasing to £7,750 when organisations are also calculating the associated labour turnover costs.

(CiPD Annual Report)

The above does not include relevant skills and training pre and post recruitment.

A typical recruitment process	Employer Resource	Liverpool Community College Recruitment Solutions
Company identifies vacancy/post	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> <li>Department managers</li> </ul> <b>Tasks:</b> <ul style="list-style-type: none"> <li>Identify tasks to be performed within role</li> <li>Development of Job Description + Person Spec</li> </ul>	<ul style="list-style-type: none"> <li>Conduct diagnostic (organisational needs analysis)</li> <li>Gain understanding of requirements</li> <li>Agree pre and post recruitment skills needs</li> </ul>
Advertise vacancy	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> <li>Finance</li> </ul> <b>Tasks:</b> <ul style="list-style-type: none"> <li>Contacting local press, JCP, on line vacancy services</li> </ul>	<ul style="list-style-type: none"> <li>Log vacancy on the LCC Job Board</li> <li>Match against pool of job ready and trained individuals</li> <li>Log vacancy with a local network of partner organisations including JCP and People Pool</li> </ul>
Vacancy enquiries	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> <li>Switchboard</li> </ul> <b>Tasks include:</b> <ul style="list-style-type: none"> <li>Phone enquiries</li> <li>Written enquiries</li> </ul>	<ul style="list-style-type: none"> <li>Enquiries come into LCC</li> <li>Dealt with in line with employer requirements and JCP requirements as appropriate</li> <li>Keep employer up to date</li> </ul>
Send out application packs and collate returns	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> <li>Administration</li> </ul> <b>Tasks include:</b> <ul style="list-style-type: none"> <li>Printing and postage</li> </ul>	<ul style="list-style-type: none"> <li>Dealt with by LCC where requested</li> </ul>

A typical recruitment process	Employer Resource	Liverpool Community College Recruitment Solutions
Sift applications against Job Description and Person Specification	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> <li>Administration</li> </ul> <b>Tasks include:</b> <ul style="list-style-type: none"> <li>Matching</li> </ul>	<ul style="list-style-type: none"> <li>Dealt with by LCC where requested</li> <li>Experienced staff can sift applications</li> </ul>
Organise interview venue	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> </ul> <b>Tasks include:</b> <ul style="list-style-type: none"> <li>Contacting venues</li> <li>Booking space</li> </ul>	<ul style="list-style-type: none"> <li>Employer has access to LCC facilities which are made up of 6 main sites and 12 drop in study centres</li> <li>Logistics dealt with by LCC where requested</li> </ul>
Send out invite letters	<b>Who is involved:</b> <ul style="list-style-type: none"> <li>HR personnel</li> <li>Administration</li> </ul> <b>Tasks include:</b> <ul style="list-style-type: none"> <li>Producing letters</li> <li>Logging letters sent</li> <li>Post</li> </ul>	<ul style="list-style-type: none"> <li>Dealt with by LCC where requested</li> <li>Experienced staff can pre-interview potential employees creating a short list and therefore cutting precious time interviewing unsuitable people</li> </ul>
Interviews	Over to you the employer	