



supporting  
social  
employers

# Recruitment Consultancy Services

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For Social Housing  
and Voluntary  
Sector Employers



RECRUITMENT

# What We Provide

**EVH's Recruitment Team are professional, knowledgeable and experienced. We have the ability to successfully tackle potential challenges in recruitment, from the initial advertising of a post through to selection and commencement of the successful candidate.**

We can arrange for one, or any combination of options to be included in a recruitment package, on your behalf, as outlined further in this leaflet. Individual tailor-made quotations are also available on request.

On request, we can arrange for your vacancy to be advertised elsewhere via our advertising partner for an additional fee (please enquire about this when sending us your advert).

Our Recruitment Team have an excellent market leading reputation based simply on our results. Our service efficiency is attributable to our knowledge, skills and experience gained in best practice recruitment and selection.

We support a variety of social housing and not for profit organisations to achieve their ambition in recruiting the best candidates for their vacancies.

Our enviable reputation for delivering professional recruitment services for over three decades ensures that we deliver a service that members and non-members can trust.

**The following services apply to all roles up to and including Officer/Advisor Level.**

**For Senior Management roles, please contact us directly to discuss.**



# Recruitment Consultancy Services

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## Option 1

We review your application pack to ensure that all documents comply with current legislation including:

- Advertisement
- Job Description
- Person Specification
- Application Form
- Equal Opportunities Collation Form

### **EVH Members:**

**£350 + VAT** (up to a half day)

**£500 + VAT** (up to a full day)

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### **EVH Non-Members:**

**£525 + VAT** (up to a half day)

**£750 + VAT** (up to a full day)

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## Option 1 – Additional

We create application documents:

- Application Form
- Equal Opportunities Collation Form
- Recruitment Pack Template

### **EVH Members:**

**£350 + VAT** (up to a half day)

**£500 + VAT** (up to a full day)

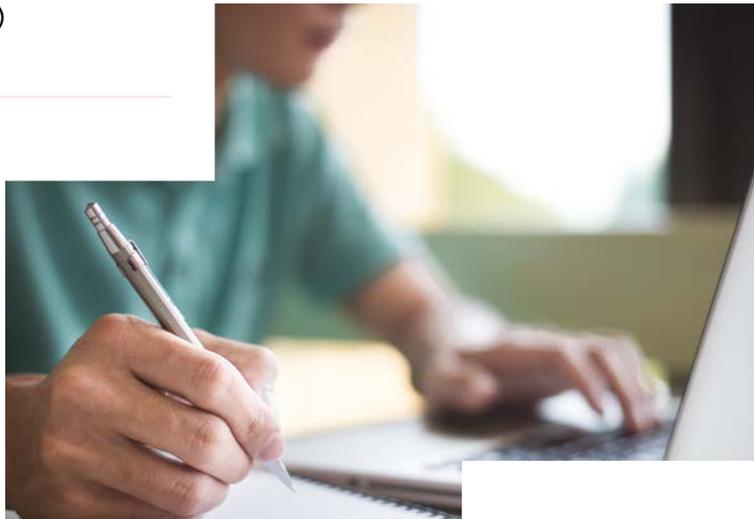
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### **EVH Non-Members:**

**£525 + VAT** (up to a half day)

**£750 + VAT** (up to a full day)

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# Recruitment Consultancy Services

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## Option 2

- Circulation of your vacancy on our website and in our Weekly Jobs Bulletin
- Advertising your vacancy via our social media platforms
- Receipt of enquiring telephone calls and emails in response to recruitment advertisements
- Recruitment packs available for download on our website
- Receipt and acknowledgement of completed application forms
- Application forms in both shortlisting and full format along with a database of candidate contact details will be emailed to you
- Collation of Equal Opportunities statistics

### EVH Members:

£850 + VAT

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### EVH Non-Members:

£1,275 + VAT

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## Option 3

- Shortlist candidate application forms for interview

### EVH Members:

£350 + VAT (up to a half day)

£500 + VAT (up to a full day)

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### EVH Non-Members:

£525 + VAT (up to a half day)

£750 + VAT (up to a full day)

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## Option 3 – Additional

- Option to issue all recruitment correspondence in relation to shortlisting outcomes and invite to interview details for candidates

### EVH Members:

£350 + VAT (up to a half day)

£500 + VAT (up to a full day)

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### EVH Non-Members:

£525 + VAT (up to a half day)

£750 + VAT (up to a full day)

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# Recruitment Consultancy Services

## Option 4

- Interviewing preparation and co-ordination, including interview questions, test compilation and test management
- Drafting and issuing the offer of appointment letter on your behalf
- Requesting references, qualification certificates and evidence of eligibility to work in the UK

### EVH Members:

£350 + VAT (up to a half day)

£500 + VAT (up to a full day)

### EVH Non-Members:

£525 + VAT (up to a half day)

£750 + VAT (up to a full day)

## Option 5

- An experienced member of our recruitment team will actively participate on your interview panel
- Preparation time in advance of interviews, time spent at interviews and subsequent panel discussions are included

### EVH Members:

£525 + VAT (up to a half day)

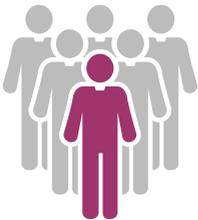
£675 + VAT (up to a full day)

### EVH Non-Members:

£700 + VAT (up to a half day)

£975 + VAT (up to a full day)





**Please contact us on:**  
0141 352 7435 or by email:  
[Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)  
to discuss any of the  
recruitment consultancy  
services we provide.

**Recruitment Training  
sessions are available for  
the following topics:**

- Equality & Diversity
- Recruitment and Selection
- Effective Short listing
- Interviewing Skills

Please contact us and ask for a  
copy of our Training Brochure.





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### Recruitment Enquiries

Tel: 0141 352 7435

Email: [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)

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 EVH Ltd – Supporting Social Employers

EVH is a company registered in Scotland No. 184547

