

Finding the right person for a job or working effectively within legislation can be difficult and time consuming. Stratford Business Services Employment Solutions can provide you with the answer by efficiently fulfilling your Human Resource (HR) needs.

We support organisations and individuals with their HR issues by providing cost-effective, professional and bespoke HR services and support.

We can assist:

Employers by:

- Providing a comprehensive staff recruitment and selection service including psychometric testing and assessment centres
- Offering advice and guidance when dealing with HR matters
- Undertaking the HR role within a company
- Matching our registered candidates to job vacancies, putting them forward for interview

Employees by:

- Offering a comprehensive service when seeking a job and getting them ready for work
- Providing support to registered candidates at the time of job search and in their future career
- Coaching and mentoring them in their future work role
- Providing employer contacts
- Providing assistance with dispute resolution

Generally by:

- Providing HR training
- Providing online HR Resources



recruitment and selection

Example Standard Packages:

(Bespoke packages also available on request)

Package 1

- ½ hour consultation.
- Preparation or review of advertisement.
- Preparation or review of job description and person specification.
- Assist with advertisement process.

Package 2

Package 1 and:

- Manage applicant responses.
- Access/use standard application pack.
- Assist in devising interview criteria.
- Initial short listing.
- Make responses to applicants.
- Make interview arrangements.

Package 3

Package 1, 2 and:

- Manage interview process to involve inviting applicants.
- Attendance at interviews.
- Advice and guidance on appointment.
- Reference check.
- Job offer to successful applicant.

Package 4

Packages 1, 2, 3 and:

- Contract arrangement.
- Standard induction package.
- Six week review.

Get Ready for Work



The most common criticism from employers is that job applicants or new employees are simply not ready for the world of work. Even when they have the right work skills they often lack the soft skills to improve their chances of successful employment.

Being effective at work is therefore something everyone should work towards but it is not as easy as you would think! The skills and understanding of a workplace often have to be learned and Get Ready for Work provides that opportunity.

Get Ready for Work is a state-of-the-art, up-to-date and totally flexible programme which has been developed in partnership with Stratford-upon-Avon College, employers and EduCare. The programme adopts the award winning EduCare formula which will help you if you are looking for a job, or if you are finding it difficult to remain in a job. Each module can be studied either online, direct, paper based or a mix of these approaches.

All the materials are supported by an online portal where experience can be gained and you can even take part in a live interview!

It will provide you with the skills to be ready for work now and in the future and topics include developing personal qualities, writing an effective CV, completing application forms and interview techniques.



EduCare®



If you would like more information on the programme, please contact Stratford Business Services on (01789) 417328.

