

Introducing ATC recruitment

About us

We have been working in the recruitment market place since 1990. We started life as the Australasian Temp Company and joined the TMP/Hudson Highland Group in 1999. We returned to the market in January 2007 as ATC recruitment, part of the talent2 International Group, a quoted company in Australia.

We are a niche recruitment provider in London, the Midlands and North West assisting candidates and clients with roles for:

- Executive/Personal Assistants
- All levels of secretarial positions
- Front of house/reception
- Administration
- HR
- Marketing
- Special project support
- Data entry
- Call centre operators
- Office support
- Finance

Talent...

We are not just any recruitment provider. We focus on assisting with all types of support staff recruitment. We have a strong base of clients and candidates who use our services.

We pride ourselves on a consistent and thorough approach in all aspects of the recruitment process. Overleaf we have provided detail on our:

- Candidate vetting/screening process
- Service standards
- Terms and conditions of business

We can personalise our services to meet your exact needs and should you require specific service criteria or more information on our services, please do not hesitate to contact your consultant.

We look forward to having the opportunity to work with you in the future and, of course, to you experiencing the ATC difference!

Managing Permanent Candidates

Your dedicated permanent consultant will be responsible for ensuring we have a full job description, selecting and briefing candidates, submitting short-listed candidate profiles and co-ordinating interviews and placements.

Our clients can expect to hear from us within 24 hours of receipt of a permanent job assignment with an update on a candidate sourcing strategy and/or short listed candidates.

When submitting a candidate's curriculum vitae, they are supplemented with a consultant summary report that includes:

- Relevant test results
- Summary of skills
- Comments on why we have selected the candidate for the position
- Salary expectations
- Eligibility to work in the UK
- Availability for interview
- Notice period

All candidates submitted will have:

- Received a copy of the job description, as available
- Been briefed on your company
- Been referred to your website
- Full details of the salary and benefits available
- Been briefed on your location and how best to commute to your office

When co-ordinating interviews we will:

- Confirm interviews with candidates, both verbally and via e-mail.
- Ensure that candidates have reviewed the job description and reviewed your website.
- Ask the candidate to contact us immediately after an interview to gather feedback.
- Pass all candidate feedback to you, usually that same day.
- Upon confirmation of a job offer being accepted, we will confirm the placement details in writing to both the client and successful candidate within 24 hours.

It is our standard to contact both the client and candidate at regular intervals once a candidate commences a permanent position. Usually this contact is made on the first day and in their fourth and eighth weeks. This level of communication enables us to identify issues and queries, before they turn into problems, as well as working with both parties in resolving them.

Vetting and Screening Candidates

To ensure we have a current and up-to-date bank of skilled candidates available to clients, our permanent candidates are interviewed by our specialist permanent consultants. Candidates are sourced using a variety of methods however, in the main we use online advertising and referral schemes.

Telephone Interviewing

At the outset, a thorough screening call is undertaken with each candidate to ascertain suitability. If the candidate meets our criteria regarding qualifications, skills, experience and availability, an interview will be arranged immediately.

Setting Standards

Each selected candidate receives an information pack. This includes information our services, interview tips and information on seeking a role through ATC recruitment.

In addition to this, we profile the minimum standards expected in relation to:

- Personal presentation
- Using the telephone at work
- Completing personal projects at work
- Using a client's equipment (i.e. the computer)
- Going the extra mile on assignment

Personal Interview

Each candidate is interviewed by a consultant, who discusses previous work history, skills acquired, industry and career preferences and assesses overall suitability. In most instances, candidates meet with two Consultants during the registration process.

Candidates are assessed under the following criteria:

Attitude

Importance is placed on attitude. Each selected candidate must have a positive, flexible, 'can do' attitude.

Experience

Candidates must have a minimum of two years relevant work experience.

Proven Skills

Minimum skill levels have been achieved, as per those listed above previously.

Grooming

Corporate grooming, for example, matching jacket and skirt/trousers for women, suit and tie for men

Contact Us

LONDON

1st Floor
Swan House
37-39 High Holborn
London WC1V 6AA

T: +44 (0)845 094 1880

E-mail: londonjobs@atcrec.com

BIRMINGHAM

1st Floor
43 Temple Row
Birmingham B2 5LS

T: +44 (0) 121 237 6021

E-mail: midlandsjobs@atcrec.com

MANCHESTER

14th Floor
Lowry House
17 Marble Street
Manchester M2 3AW

T: +44 (0)161 638 8641

E-mail: northwestjobs@atcrec.com

www.atcrecruitment.com