

Mission Statement:

To continually strive to
maximise the differential between the
standard service offered to Clients and Candidates
by Recruitment Consultancies and
the *specialist service* provided

by the

Marketplace
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Marketplace

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The Marketplace Group is a truly independently owned and managed Recruitment Group, dedicated to creating job opportunities in both specialist and generalist sectors.

Since our inception in 1993, our professional yet personable approach has ensured that we have built an enviable reputation within the Recruitment Industry for consistently supplying high calibre Permanent, Temporary and Contract staff. We believe our success is due to our insistence that Marketplace standards are always superior to the accepted practice within our industry. We are uncompromising in our determination to strive for lasting relationships with our clients and our candidates. Our understanding of our clients businesses and company culture is matched with our understanding of our candidates' hopes and aspirations for a career move.

Marketplace Recruitment was the first business in the Group, launching in 1993 in Watford. In line with our business plan, our success and self financed strategy led us to launching in subsequent years Marketplace Human Resources, Marketplace Digital and Marketplace Technical.

Marketplace

Recruitment



Marketplace Recruitment operates in the generalist sector gaining a positive reputation for placing high calibre permanent, temporary and contract candidates. Spanning all Business sectors, this division places administrative staff from junior level to senior management. Our blend of professionalism, commitment and dedication to candidates and clients alike has placed us in the enviable position of long term client relationships, some of which originated during our first operational year. Marketplace Recruitment incorporates Marketplace Executive Division and Marketplace Accountancy.

Marketplace

Human Resources



Marketplace Human Resources places professionals in HR, Personnel, Training and Development from administrators to HR Directors. The HR recruitment team are acknowledged within the industry for their expertise gained since their inception in 2000. They have worked successfully with Plcs and SMEs alike across private, public and not-for-profit sectors. They have a national database of Human Resources professionals actively seeking employment and access to specialist job boards for vacancy advertising.

Marketplace

Technical



Marketplace Technical Division forms the independent Technical arm of the Marketplace Group established in 1993, we deliver bespoke recruitment solutions within the Science and Engineering sectors. Driven by quality and service, Marketplace Technical offer a flexible and reliable approach - providing specialist staff at all levels in permanent, temporary and contract capacities. We are expert within our chosen industries – Manufacturing, Pharmaceutical, Laboratory, Medical Devices and Chemical.

Marketplace

Recruitment

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Marketplace Recruitment is a generalist recruitment consultancy concentrating on placing permanent, temporary and contract office staff, from Office Junior to Senior Management in a wide variety of industries.

Permanent positions range from Junior Level to Senior Management, spanning a full mix of Finance, Customer Service, Call Centre, Administration, Secretarial, Language Specialists, Sales, Marketing, IT, Digital Marketing, Supply Chain, Accounts, to Team leader / Supervisory roles / Senior Management roles.

Temporary requests are often support roles including Secretarial, administration, customer service, reception and light industrial roles although more specialist roles are fulfilled also.

Our Consultants have a blend of Business experience outside of Recruitment, and are academically strong. When this is combined with Marketplace Group's in-house training and specific external recruitment training, our Consultants are well positioned to work with Junior and Senior Level roles with confidence.

THE RECRUITMENT PROCESS

Candidate Sourcing

Deciding to seek a new role is a serious decision, and the Marketplace Team ensure that we are best positioned to be visible to the job seeker.

The Marketplace Group recognises that investment in technology is essential, and we have introduced techniques including our Website, and Integrated Database to ensure we remain competitive with optimum results and effectiveness from the latest search engine techniques.

We use the very best talent search facilities to ensure a constant flow of appropriate candidates that span the Industry sectors covered. We advertise in various media and liaise with our Advertising agency regarding best media form for specific client requirements.

Weekly advertising in local media

- Advertising, and search tools in a variety of tested, leading Internet based advertising sites. (Jobsite, Monster, Totaljobs, Reed)
- Search on internal database for relevant candidates.
- We continue to be proud that many of our candidates are recommended to us by other candidates and by our clients who are happy with the service we provide.

Candidate Assessment

The Marketplace Group registers all non specialist candidates face to face with one of our experienced consultants to assess suitability for a particular role. Additionally, personality, strengths and weaknesses, likes and dislikes, length of availability and hopes and aspirations are assessed. All candidates are fully approved for eligibility to work in the UK prior to registration.

References are taken out from two recent employers. Verbal references are taken as a preference as this information is usually more forthcoming but written references are taken when necessary.

Eligibility to work in the UK

All candidates registered by the Marketplace Group are eligible to work in the UK without restrictions. At registration stage, proof of working and residence status is checked, a photocopy of the candidates passport (where appropriate) is taken, and National Insurance details confirmed (with proof).

Method of Skills Testing and Verification

Skills are assessed using the Qwiz Assessment and Training system within our office. Assessments can be customized if required to ascertain minimum acceptance levels.

Candidate Briefing

All candidates are given full details about the company prior to attending interview or commencing a temporary assignment including all relevant history, values, market positioning, culture and mission. As well as this, all candidates are well briefed with regard to the specific vacancy or temporary assignment including job and person specifications, remuneration, term, and location.

Additional Services Available to our Clients

The key to providing our clients with a tailored solution to their recruitment needs is understanding each individual Business. With this in mind, Marketplace Recruitment place great emphasis on an open and honest partnership approach. To supplement this, we offer additional services, some of which are listed below:

- ▶ A dedicated consultant looking after your account
- ▶ 24 hour telephone contact available
- ▶ Management information, reports and analysis of data, salary surveys and information on market trends
- ▶ Ability to offer services across the Marketplace Group, including specialist Technical and HR Divisions.
- ▶ Agreed rates, fixed for an agreed term.
- ▶ A replacement or rebate scheme should a new employee leave
- ▶ A discount applied depending on annual spend
- ▶ A consultative approach to your recruitment challenges.

Marketplace

Human Resources



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Marketplace Human Resources specialises in the recruitment and placement of HR professionals in the fields of HR, Personnel, Training and Development and Internal Recruitment from administrative support to the Human Resources senior management team. Our recruitment specialists specifically locate all levels of Human Resources candidates from any size of organisation and place permanent, temporary and contract staff. We have established a national database of Human Resources professionals who are actively seeking new employment.

- ▶ HR Assistant
- ▶ HR Advisor
- ▶ HR Officer
- ▶ HR Manager
- ▶ Personnel Professionals
- ▶ HR Director
- ▶ Directors
- ▶ Managers
- ▶ Specialists
- ▶ Analysts
- ▶ Executives
- ▶ Officers
- ▶ Assistants
- ▶ Training Administrator
- ▶ Training Officer
- ▶ Training Co-ordinator
- ▶ Training Manager
- ▶ Trainer- Delivery
- ▶ Consultants
- ▶ Training Advisor

Recruiting for Private, Public and Not for Profit Sectors

- ▶ Each candidate undergoes an extensive telephone interview
- ▶ Proof of ID/Right to Work documentation is requested as part of the standard registration process
- ▶ References are taken for all temporary workers
- ▶ Vacancies, including the Company name and location, are discussed in detail with candidates before CVs are submitted
- ▶ All vacancies are advertised with several online job boards free of charge

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- Analytical Chemists
- Research Scientists
- Microbiologists
- Production and Manufacturing
- Machine Setters / Operators
- Engineering Management
- Manufacturing Engineers
- Design Engineers
- Validation
- Mechanical / Electrical
- Process Engineers
- Instrumentation
- Maintenance
- Upstream / Downstream
- Laboratory Technicians
- QA Specialists
- Scientists

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