



in conjunction with

Exclusively to **you** as an employer registered with PrimeXperience we are offering the Complete Recruitment and Selection pack for just £95 plus VAT. The pack is ideal for managers responsible for recruiting and selecting their own employees. It includes:

- How to Manage Recruitment and Selection. To view a sample [click here](#).
- The following recruitment and selection forms:
 - Advert Booking
 - Application for Employment
 - Disability Appraisal Questionnaire
 - Disability Appraisal Adjustment
 - Driver Questionnaire
 - Confidential Employee File
 - Interview Arrangements
 - Interview Record – Non-management
 - Interview Record – Management
 - Job Specification/Person Assessment
 - Life Assurance
 - Medical Questionnaire Agreement
 - Personal Details
 - Recruitment Feedback Questionnaire
 - Telephone Reference Record

To see a sample form [click here](#).

- The following recruitment and selection letters:
 - Application form enclosed
 - Application form received short-listing
 - Application on hold
 - Invitation to group interview
 - Invitation to final interview
 - Offer of employment
 - Offer of employment management
 - Reference details required from potential employee
 - Regret from application
 - Regret from interview
 - Reference request for potential employee
 - Probationary period over employment confirmed
 - Probationary period extended
 - Probationary period over employment terminated

To see a sample letter [click here](#).

To obtain your copy of the Recruitment and Selection pack simply call Sue on 08702240919 or email her at [sue\(at\)completepeoplemanagement.co.uk](mailto:sue(at)completepeoplemanagement.co.uk) and quote reference PrimeXperience.