

# Recruitment Service Fees

Table of charges



Description of Service	Free	Standard Package £30	Enhanced Package £50	Ongoing Package £10p/m
<b>Online Browse PA Register</b>	✓	✓	✓	
<b>Initial telephone contact</b> - to discuss advertising stage	✓	✓	✓	
<b>Blank Induction Pack</b> - download that includes sample employment contract & policies	✓	✓	✓	
<b>Access to Employers online training</b> – How to be a Good Employer	✓	✓	✓	
<b>PA Support Line</b> – PAs have access to our PA Support Service	✓	✓	✓	
<b>Ongoing Support during Advertising Stage</b> – face to face meeting to discuss process; offer ongoing telephone support with PAs making enquiry calls and processing applications		✓	✓	
<b>Place Advert on PA Register</b> – includes text alert to PA list		✓	✓	
<b>Posting of Advert</b> on Facebook pages		✓	✓	
<b>Ongoing Support during Interview Stage</b> – includes support drafting questions, attending interviews, help making decision			✓	
<b>PA ID Cards</b> – Supply you with PA ID Cards for new employees appointed			✓	
<b>Induction Process of PA</b> – <i>includes support getting employment documentation ready; establishing staff rota &amp; timesheets</i>				✓
<b>Ongoing Support on Employment of PAs</b> – advice on being employer and supporting PAs; Direct Payments; dealing with conflict Resolution				✓