



Recruitment Offer



Introduction

At Skills4, we understand that securing the right apprentice is critical to your business. In today's competitive market, candidates are often applying to multiple roles and can accept offers within days. By working in partnership and maintaining clear communication throughout the process, we can maximise your chances of securing high-quality candidates while delivering a seamless experience from vacancy to onboarding.

1. Vacancy Submission

Share your vacancy request with your Account Manager and we'll take it from there. Your role is assigned to a dedicated Recruitment Specialist within **24 hours** (subject to NAS permissions).

2. Targeted Attraction

Your vacancy is promoted across multiple high-performing job boards to generate strong candidate interest. We typically build a high-quality talent pool within **3-5 working days**.

3. Expert Screening & Shortlisting

We don't just send CVs we deliver quality, interview-ready candidates.

- Full application review and pre-screening
- Candidate motivations and suitability assessed
- Only the most relevant candidates shared with you

Confirm interview availability within **3 working days** so we can secure candidate interest.



4. Interview Coordination & Preparation

We manage the interview process end-to-end, saving you time and ensuring a positive experience.

- Interviews scheduled on your behalf
- Candidates fully briefed and prepared
- Additional support provided where needed

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5. Fast Feedback = Better Outcomes

Speed is key to securing top talent.

- We collect feedback from both sides post-interview
- We ask for your decision within **48 hours** to avoid losing candidates to other opportunities

If needed, we'll follow up to keep the process moving.

6. Vacancy Management

To maintain candidate engagement and quality:

- If we receive no response within **3 weeks**, candidates may be progressed to alternative roles
- Vacancies may be paused or withdrawn to ensure efficiency



Our Commitment to You

- A responsive, proactive recruitment service
- High-quality, pre-screened candidates
- Full support from attraction through to onboarding
- A partnership approach focused on delivering results quickly