

RECRUITMENT



PROJECT Supervisor and Manufacturing Posts Recruitment
CLIENT Recticel Insulation

BACKGROUND

In 2008, Recticel, a major Belgian manufacturer of insulation products for the construction sector, planned to open and start production at their new £14 million manufacturing plant in Stoke-on-Trent. They required to recruit a completely new team of high calibre supervisors, quality control and process/warehouse operatives to ensure the success of this important new venture.

MPCG was commissioned to perform the whole recruitment programme and completed it against the demanding start-up deadlines.

A year later, after a successful launch and establishment as a reliable production unit, increase in product demand necessitated the extension of production to a second shift.

ACTIONS

MPCG Consultant Chas Burgin was engaged to deliver both campaigns which consisted of recruiting a total of 25 staff for the following posts:

Supervisor, Foaming Technician, Machine operator, warehouse/forklift truck operator
Quality/Laboratory Technician, Production Administration and Receptionist/PA.

With the growing level of redundancy within the locality, several hundred applicants responded to the vacancies which created a high volume activity, needing extra control and management.

The recruitment process was tailored to the client's requirements to include:

- Revise the Job Descriptions and Person Specification
- Research and produce a salary survey for the required jobs
- Design a recruitment advertisement to promote the employer in the local press and highlight the essential qualities and experience required for the posts
- Utilised the website to provide rapid and easily accessible downloads of the job descriptions and application forms
- Processed and short listed candidates from their returned application forms
- Conduct structured telephone screening interviews of sort listed candidates to further shortlist
- Select relevant psychometric tests and administrate them to determine the final shortlist of candidates for the client to interview.
- Co-ordinate and manage the Clients final interview providing invitation programme and venue
- Arranged pre-employment medicals for the successful staff
- Feedback offered to all candidates

OUTCOMES

The success of the advertising was demonstrated by receiving 426 applicants in the 2008 campaign and 402 in the 2009 campaign from which 11 and 14 high calibre candidates respectively were recruited to meet the client's requirements and deadlines.