



Choice
STAFF RECRUITMENT

Matching **talent** with **opportunity**.

The 1st Choice for recruitment
in Bedford, Biggleswade, Chester, Milton Keynes & Wyboston.

www.1stchoicerec.com

About 1st Choice.

We are a motivated, positive group of recruiters; passionate about recruiting the best talent for our clients. We have a reputation in our market for delivering a first class recruitment service to both our candidates and local business clients.

At 1st Choice we understand the importance of having the right employees in your business and we have experience in working with our diverse client base to attract, retain and secure the best possible talent, time and time again.

We spend time in retaining and developing our own staff ensuring consistency in service and continuous improvement in our abilities to give clients the assurances and support they expect when recruiting. A thorough process delivered within a tight timescale results in effective recruitment.



Speed is of the essence in the competitive market place we work within, we are skilled in combining speed with our process to deliver results – saving you both time and money!



Honesty is also a major part of our process a total clarity and transparency throughout has helped us to build trust and reputation over the years.



What we do.



If a job is worth doing,
it's worth doing well.

Once we fully understand your business, it's culture and challenges we quickly get to work putting your vacancy to market.

We like to visit you to enable us to promote your Company and it's opportunities comprehensively and with enthusiasm.

Our **process.**

Understanding the vacancy

- Meet to understand the role, department, and its culture
- Discuss the preferred candidate profile
- Agree on required skills evaluations
- Set a recruitment project timeline

Organise interviews

- Organise and confirm interview with all parties
Arrange a suitable location if needed
- Fully prepare the candidate
- Facilitate three-way feedback
- Repeat for the second interview stage if necessary

Identify suitable candidates

- Search through our registered candidate pool
- Utilise job boards and other advertising channels
Actively source candidates
- Conduct initial candidate screening
- Perform face-to-face registration, ID, and RTW checks
- Undertake skills evaluations as needed
- Shortlist and send CVs to you

Final completion stage

- Consult with you on the decision or next steps
Make a verbal offer
- Confirm the potential start date
- Guide the candidate through resignation to minimise risk
- Issue an offer letter if needed
- Complete final reference checks if required

Who we work with.

Our specialism is recruitment. We work with many industry sectors across our business making our client base diverse and exciting. Insurance, Engineering, Formula 1, Legal, Electronics, Distribution and Warehousing and much more.

We can recruit for a one off high end role, a departmental team or a consistent temporary labour supply; we have the experience, we can build the trust through delivery.

- ✓ Office Support
- ✓ Engineering
- ✓ Accounts & Finance
- ✓ Sales & Marketing
- ✓ Languages
- ✓ Insurance
- ✓ Legal
- ✓ IT

- ✓ Contact Centre
- ✓ Industrial & Driving
- ✓ Education
- ✓ Secretarial/PA
- ✓ Manufacturing/Production
- ✓ Human Resources
- ✓ Logistics/Distribution
- ✓ Scientific

The “fit” in your team is critical; that is why we take the time to meet each candidate before you do.

We believe we cannot accurately represent a person whom we have not met.



Where to find us.

Our office locations.



Bedford

8 St. Loyes Street,
Bedford, MK40 1EP
Tel: (01234) 210 025
Email: Beds@1stchoicerec.com



Biggleswade

1c Market Square, Biggleswade,
Bedfordshire, SG18 8AP
Tel: (01767) 316 767
Email: Biggs@1stchoicerec.com



Chester

Unit 3 Venture Point, Stanney Mill Road,
Chester, CH2 4NE
Tel: (01244) 906 695
Email: lez@1stchoicerec.com



Milton Keynes

Unit 201, Sovereign Court, Witan Gate East,
Upper Fifth Street, Central Milton Keynes, MK9 2HP
Tel: (01908) 695 599
Email: mk@1stchoicerec.com



Wyboston

Suite KC8, The Knowledge Centre, Wyboston Lakes,
Wyboston, St Neots, Cambs, MK44 3BY
Tel: (01480) 459 141
Email: hunts@1stchoicerec.com





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