



The Maine Services: Unbundled

Please find below a breakdown of our individual services. Each service can be purchased individually or mix and matched to suit your requirements. If you have any questions, please contact your consultant and they will be happy to help.

Define and Design

Sometimes knowing exactly what you need is the hardest part! We will meet with you at your offices to help establish what you are looking for, what skillset is needed and ultimately create the role specification tailored to your needs.

- ◆ Initial client engagement meeting
- ◆ Client Briefing
- ◆ Position description design
- ◆ Job analysis
- ◆ Competency profiling
- ◆ Reporting

Negotiable dependent on the level of the role, between £300-£1000

Talent Attraction Strategy

Every role is unique and will require a bespoke attraction strategy. We will utilise our extensive experience to define the most relevant strategy for you whether it is headhunting, a paid advertising campaign, affiliate marketing or reaching out to our existing network.

- ◆ Design strategy
- ◆ Implement marketing activity
- ◆ Reporting

Negotiable dependent on the result of analysis and media required



Screening

We will carry out our extensive resourcing process and can even come to your offices to do this, to ensure a collaborative, transparent and more effective process.

Response management
Resume screening

Number of responses are charged below:

No. of Applicants	Set up Fee
Up to 100	£350
101-200	£350 + £7 p/application
201-350	£350 + £5 p/application
351-500	£350 + £3 p/application
500+	Negotiable

- ◆ **Phone Screening: £35 /applicant**
- ◆ **Long list preparation: £200**
- ◆ **Reporting**

Primary Interviewing

We'll meet candidates for an initial interview to establish first hand whether they are the right fit for you. We can do this at our offices, or yours.

Primary interviews: £150/candidate

Candidate report, consultation and recommendation: £50 p/candidate

Shortlisting

We'll select suitable candidates and send you a shortlist ready for interview stage

Shortlisting briefing and implementation: £30/candidate



Secondary Interviewing

We'll take the pressure off, and undertake all first round interviews for you, to include specific competency based interview questions tailored to your needs.

**Undertaking interviewing with client and candidates
Candidate report, consultation and recommendation
£250/candidate**

Assessment

You need the full package. We can create full Psychometric and personality profiling as well as a DISC profile and learning/team worker diagnostics. We can also offer skill assessment packages.

Psychometric & Personality profiling – negotiable

Skills Testing:

- ◆ **Word: £150**
- ◆ **Excel: £150**
- ◆ **Powerpoint: £150**
- ◆ **Outlook: £150**
- ◆ **Typing: £100**
- ◆ **Data-Entry: £100**
- ◆ **Spelling: £75**
- ◆ **Grammar: £75**

Referencing

It's always good to get confirmed references, we're pros at securing these. We can also carry out other checks on your behalf dependent on your needs.

Referencing: £30/candidate

DBS/Credit Checks: Negotiable dependent on type

Onboarding

Inducting your new recruit can also take time, we can help with parts, or all of this process. From arranging the induction schedule, to touching base/getting feedback from both parties, or creating an Employee Care Programme.

Negotiable