



# Product Book.

Recruitment, done better.

Tailored recruitment solutions for fast, friendly results.

**Flat Fee  
Recruiter**



# We want you to fill your jobs.

Imagine us as your in-house talent acquisition team, with a boatload of suppliers, in a £140 billion industry.

Every company and every vacancy is different, and finding the right recruitment strategy to match can feel overwhelming, even for seasoned professionals. If you're ready to take control of your hiring, build a reputation that attracts top talent (even when you're not actively recruiting), then let's talk.

At Flat Fee Recruiter, we've stuck to what we believe in: transparent, time-based pricing with no inflated fees. Whether you need a single service or a tailored mix, our flexible & flat fee product range is designed to suit your role, your business, and your budget.

This book gives you a glimpse into what we offer, but the real magic happens when we connect. So book a meeting with me or one of my brilliant team members today, and let's show you how recruitment can truly be done better.

Thanks for reading!

Managing Director

Be human. Be agile. Be innovative. Be successful.

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# Job advertising & supercharging.

Attract & approach candidates effortlessly without breaking the bank.

Some of our advertising partners:



+ 50 recruitment websites



# Flat fee advertising packages.

## ★ Express

- 3 job boards + FFR Jobs + 25 recruitment websites.
- Total Jobs, Gumtree & Indeed.
- A great option for high-application roles.

£350 + VAT

## ★ Express Pro

- 4 job boards + FFR Jobs + 50 recruitment websites.
- Total Jobs, Gumtree, Indeed, Reed.
- A great option for extra reach.

£450 + VAT

## © Branded

- 5 job boards + FFR Jobs + 50 recruitment websites.
- Total Jobs, Indeed, Reed, Monster.
- Your company brand & logos.

£550 + VAT

### Included:

- Professional advert copy is written for your approval.
- All posting & administration.
- Account management & regular campaign review.
- All candidates in easy-to-use dashboard (ATS).
- Adverts live within 4 hours of approval.
- No hidden fees or surprise costs.
- 28-days payment terms (subject to credit status).

Or... create  
your own mix  
of job boards.



**Yes, we have our very own job board and we are quite proud of it too.**

- Unlimited & free to advertise with a featured page.
  - Jobs indexed by google & other recruitment websites.
  - Showcase your EVP, videos & social media.
  - Quick application process for candidates.
  - Candidate portal where they can manage their application.

# Search

# Be hired.



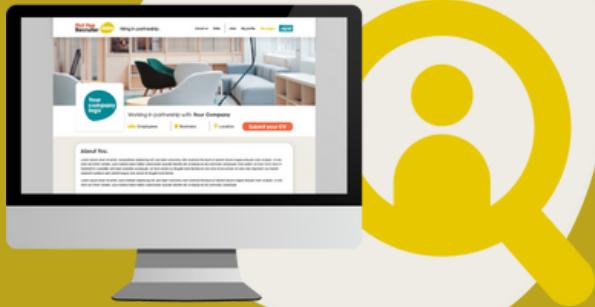
# Boost your advertising

Gain extra reach to your advertising campaign with these cost-effective boosters.

## Featured careers pages.

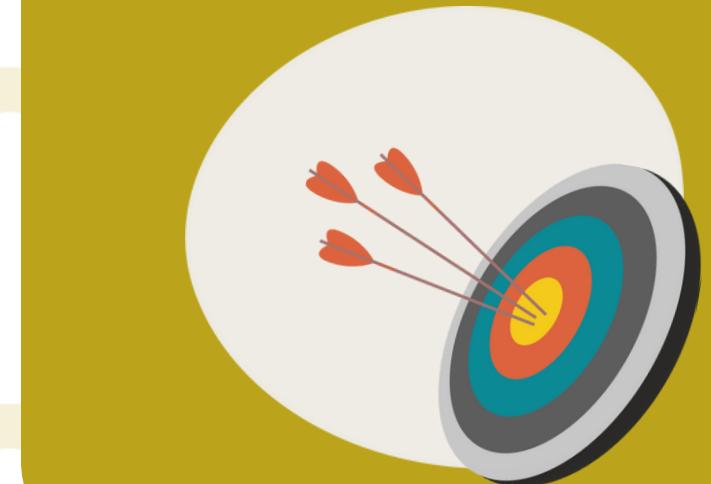
FFR jobs, Total Jobs, Reed, CV Library.

Showcase your EVP with videos, benefits, social links, contact details and more.



## PPC & PPA.

PPC & PPA campaigns on Indeed, Reed, LinkedIn & Facebook. Pay for views and applications via our managed service & let us do the heavy lifting.



## Email approaches.

Plain text and html email campaigns to candidates registered on Indeed, CV Library, Total Jobs and Reed.



## Additional job boards.

Add other job boards to your campaign: Total Jobs, Jobsite, Reed, CV Library, Monster, Gumtree, Indeed, Guardian, Diversifying.io, Simply Jobs,



# Administration & Communications.

End to end recruitment management - save valuable time and improve your EVP.

Some of the stuff we do:

- Advert writing, posting & budgets for optimisation.
- Managing application forms and candidate inquiries.
- Creating bespoke & personalised email templates for you to use.
- Arranging interviews & 24-hour pre-interview commitment checks.
- Market insights, candidate surveys and campaign metrics.
- Competitor research & salary benchmarking.
- Administrating skills and psychometric tests.
- Managing talent pools.
- Closing vacancies and letting candidates know.



From start to finish, Flat Fee Recruiter provided an exceptional service that truly exceeded my expectations.

Their flat fee structure made budgeting easy and transparent, with no surprises along the way.

Andrew Mills - Finance Director  
Burgess Hodgson Chartered Accountants

# Flat FREE ATS.

**The Flat Fee Applicant Tracking System (FFATS) is at the heart of everything we do and it is yours for FREE.**

- Easy to use, with embedded videos & an expert on hand for extra support if you need it.
- All your candidates in one place no matter where you advertise.
- Build talent pools for the future.
- Trackable links so you can share jobs with your network.
- GDPR compliant.
- Use the built-in templates or add your own communication templates.
- Store candidate interview notes and documents for ease & compliance.
- Quick review and shortlisting features (faster than Indeed).
- Unlimited number of users.
- Automated screening for even quicker CV filtering.



"I have recommended FFR to many of my clients.

The support is amazing and the system makes responding to candidates super easy.  
Highly recommend".

**Tracy - Managing Director  
Mint HR**



# CV filtering and shortlisting.

Screening questions are included in our service, but they can only do so much. That's where the FFR humans step in.

## Daily candidate management.

We review applications as they come in, so you don't have to.

## Shortlisting the best.

We identify the most relevant candidates based on your criteria.

## Flexible support.

Review our shortlist and take over from there - or let us do even more for you...



These guys are great!

They did a fantastic job of re-wording my job advert and got a huge number of responses.

I paid extra to have them screen the CVs, and I'm really glad I did, as the volume of applicants was ridiculous.

**Guy Lawler - Director  
JDJ Media**



# Screening and interviewing.

Taking candidates through the recruitment process doesn't have to be a headache - let us be your ambassadors so you can pick and choose.

## Eligibility tele-screening.

We speak to candidates and check location, salary, and right-to-work status upfront.



## Telephone interviews.

After a kick-off call with yourself, your Recruitment Professional will conduct a competency, skill based and suitability interview with shortlisted candidates.



## 1st round video interviews.

Want to gain a deeper insight & reduce your workload? Your Recruitment Professional will conduct a full video interview with your questions.



## Interview scheduling.

Organising interviews is time consuming, let us do your diary management for you + 24 hour commitment calls to reduce no-shows.



# Talent banking and headhunting.

Experts at finding & engaging with passive and active candidates from various databases.



No finders fees!



# Headhunting.

Finding passive candidates who match what you are looking for.

## Researching.



Using advanced searching techniques, your recruitment professional will scour a number of databases including LinkedIn Recruiter & Reed, to create a long list of potentially suitable candidates.



## Shortlisting & approaches.

Your Recruitment Professional will review all the candidates and generate a shortlist of candidates whom they will then approach with the details of your job, your EVP and a trackable link to your vacancy - via email or in-mail.



## The conversation.

This is where the real magic happens and the skills of your Recruitment Professional are tested. For each candidate that has shown any level of interest, a conversation will be initiated. This conversation is key to converting those good ones across the line specifically for you.



## The offer & pre-onboarding.

Once you have found your ideal candidate, this is where it can all go wrong very quickly if not managed right, and this is where we can really help add value.

# Talent banking.

Your ongoing & managed watchdog on LinkedIn with full transparency.



## **Project creation.**

Using LinkedIn Recruiter, your Recruitment Professional will create watchdog projects specifically for your vacancies and company hiring requirements.



## **Ongoing review of suitable talent.**

Let us review the recommended matches based on your project filters which will include; open to work candidates & similar candidates to people you already have in the business.



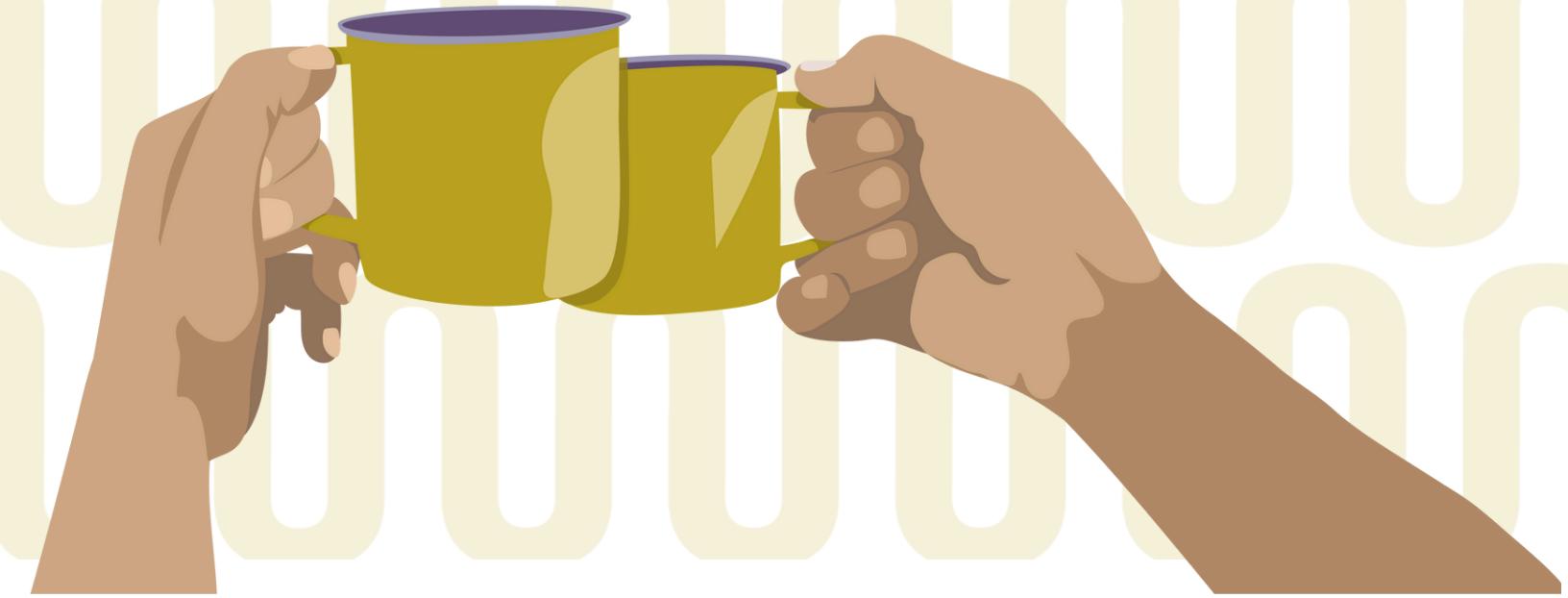
## **The outreach.**

Tailored messaging to promote your brand, vacancy, EVP and to encourage dialogue. Once candidates are warm and interested, you decide to meet them.



## Retainer services.

The full outsourced solution.



If you have an ongoing recruitment need, our retainer services could be the answer.

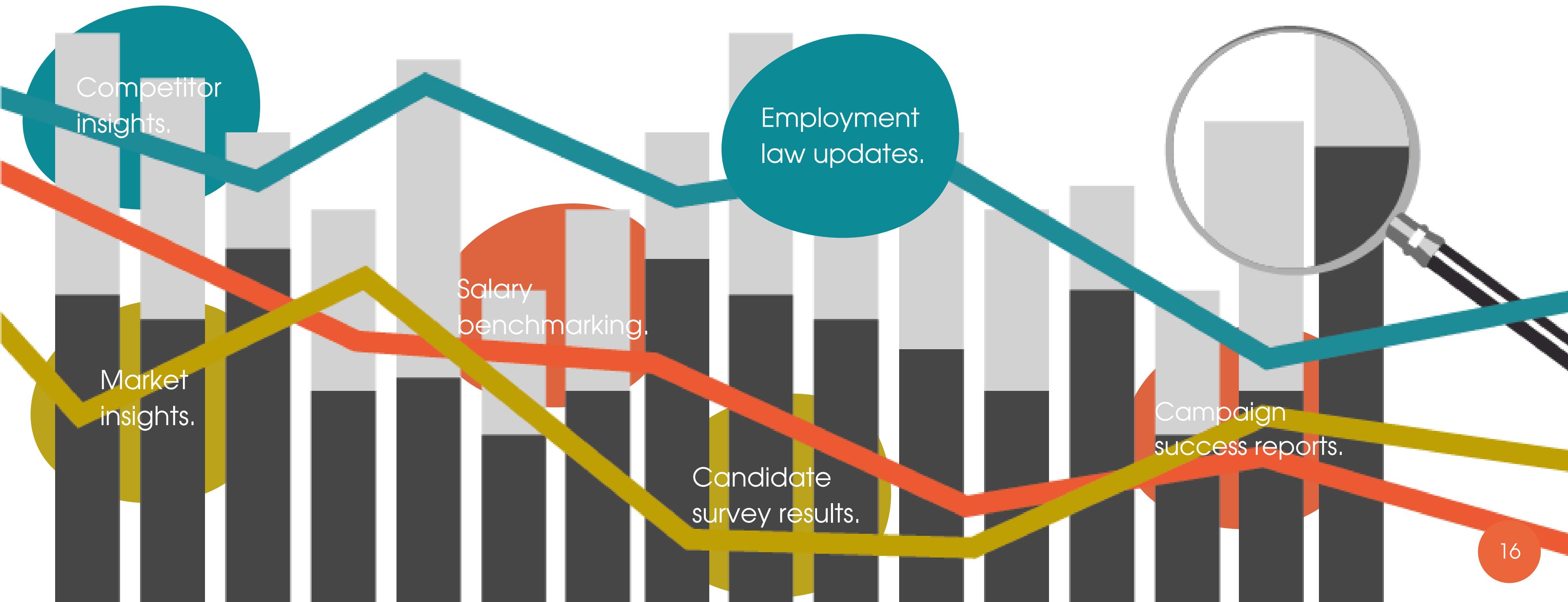
By working in partnership with you, we can combine all the services in this book, and more, with a flexible approach. This allows us to scale various recruitment activities up and down to ensure even higher levels of success.

Our outsourced service is calculated on a day-rate and the advertising budget is determined by you.

This means that you can budget better and we can achieve the agreed service levels. You can scale our services up and down over time as your resource requirements change.

# Reporting and ROI.

Make smarter hiring decisions with our suite of insights, metrics, updates, and reports.





Lets have a conversation: [Book a meeting here.](#)

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[www.flatfeerecruiter.co.uk](http://www.flatfeerecruiter.co.uk)

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Recruiter**