

Your Recruitment Start-up Checklist







Looking to start your own recruitment business?

There's a lot to consider, so to be sure you've got your bases covered and are in optimal position for success, use this handy guide to see what you have in place.

| TASKS TO BE DONE | | DONE? |
|---|--|-----------------------|
|  | Company Formation You will need to register your new business with Companies House | <input type="radio"/> |
|  | Website Domain Registration You will need to procure an available domain for your website and email hosting. | <input type="radio"/> |
|  | Email You will need to set up emails in a reliable platform of your choice – remember that you will probably require multiple email addresses. | <input type="radio"/> |
|  | Web Hosting Your website will require reliable, secure hosting. | <input type="radio"/> |
|  | Terms of Business You will need fully legal Terms of Business, drafted by qualified lawyers, and updated with any changes in legislation. These will also need to be integrated into your chosen CRM. | <input type="radio"/> |
|  | Temp/ Contract Agreements You will need legally drafted contracts to clients and contractors that are fully up-to-date with all legislation. Again, these will need to be integrated into your chosen CRM. | <input type="radio"/> |
|  | Data Compilation/Migration You will need to compile all of your contacts, databases, and any other data into a single, easy-to-use CRM system. | <input type="radio"/> |
|  | Job Board CV Search and Advertising You will need access to online job boards in order to compile a useful database of leads and advertise vacancies. | <input type="radio"/> |
|  | Cloud Storage We recommend that you have safe, secure, and preferably unlimited cloud storage for all of your files. | <input type="radio"/> |

That's not all – there's more! See over for the continued list...

| TASKS TO BE DONE | | DONE? |
|--|-----------------------|----------------------------------|
|  Business bank account You will need to set up a business account with a reputable UK bank. | <input type="radio"/> | |
|  Logo & Branding You will need a professional logo and brand image for your new company – this will help to establish recognition and trust for you and your clients. | <input type="radio"/> | |
|  Website You will need a professional website to showcase your company and sell your USP's. You might also want to advertise your vacancies and have this integrated with your CRM. It needs to be reliable and maintained securely. | <input type="radio"/> | |
|  Funding & Back Office You will want to manage your perm and contract back-office functions easily and compliantly with secure, automated end-to-end technology and with the potential to integrate with your CRM. You will also need flexible, 100% line of finance, particularly to grow a contract desk. | <input type="radio"/> | |
| Sound like a lot? Why not save yourself the time, money, and hassle by partnering with 3R to launch your recruitment business? Focus on doing, what you do best- Recruiting! | | <input checked="" type="radio"/> |



Start your journey to owning a recruitment business today

With a complete recruitment toolset, back office, and an experienced team behind you, getting started has never been easier.

LET'S GET STARTED!

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