

# Temp Candidate GUIDEBOOK

Everything you need to know

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# Introduction

HRC Recruitment was founded in 1995 and has offices in Glasgow and Edinburgh. We help temporary candidates across Scotland find the contract work that suits their lifestyle and needs.

We recognise the importance of getting to know you, to understand your goals and aspirations, your values and personality.

Out temp assignments cover -

**Healthcare & Hospitality** e.g. Chef / Kitchen Porter / Catering Assistant / Waiting Staff / Healthcare Assistant / Support Worker / Domestic

**Manufacturing & Engineering** e.g. Engineering / Industrial / Facilities

**Professional Services** e.g. Business Support / HR / Legal / Accountancy & Finance / Financial Services

You will find all the information you need about your temp contract with us in this document.

**Welcome to HRC!**





# Working For Healthcare & Hospitality

Click to download the following guides:

[Healthcare Workers Guide](#) | [Hospitality Workers Guide](#) | [HRC Anywhere Terms of Assignment](#) | [Candidate Temp Contract](#) | [Service Guarantee](#) | [Service Level Agreement](#) | [SSSC Codes of Practice](#)





# Working For Manufacturing & Engineering

Click to download the following guides:

[M & E Candidate Guide](#) | [Terms of Assignment](#) | [Holiday Requests](#) | [Payroll Guide](#) | [Service Guarantee](#) | [Candidate Temp Contract](#)





# Working For Professional Services

Click to download the following guides:

[Terms of Assignment](#) | [Holiday Requests](#) | [Candidate Temp Contract](#) | [Payroll Guide](#) | [Service Guarantee](#)



# How you will get paid

Click on the links below to download our series of documents that will help you understand how you will get paid:

**[HRC Anywhere Guide](#)**

**[Terms of Assignment](#)**

**[Holiday Request](#)**

**[Candidate Temp Contract](#)**

**[Payroll Guide For Candidates](#)**





# Referral Scheme



Our referral scheme means that you can get vouchers when you refer a friend, family member or former colleague to us who then starts working through HRC Recruitment.

The scheme varies, depending on which division you are contracted through.

For Healthcare and Hospitality, you will get up to £100 worth of vouchers for every referral you make to us. Each referred candidate must work 250 hours for you to qualify for the scheme.

For Manufacturing and Engineering, you could get up to £300 worth of vouchers, depending on the salary of your referred candidate.

For Professional Services temps, you will get up to £100 worth of vouchers for every referral you make to us. Each referred candidate must work 250 hours for you to qualify for the scheme. For permanent roles, you could get up to £300 worth of vouchers, depending on the salary of your referred candidate.



# CONTACT INFORMATION



0141 353 1133



hello@hrcrecruitment.co.uk



www.hrcrecruitment.co.uk



Glasgow - Floor 8, 180 St Vincent Street  
Edinburgh - Floor 4, 80 George Street

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