

Recruit the best staff, safely and efficiently

Effective recruitment processes can reduce both costs and compliance risk



Managing the recruitment process of both individuals and firms can be expensive and time consuming. Recruiting the right people in accordance with regulatory and company policy, is key to growing your business in a safe and compliant fashion.

Ensuring that all aspects of a new recruit's attributes and history are considered and approved, is key not only to making sure that the regulator is satisfied but to pro-actively manage the risk to the organisation. This process can involve many different stages, processes and participants, both within the organisation and without.

Managing all of these separate strands can be problematic without a central system and administrative support.

Insight Recruitment provides systemised support for this administrative process, ensuring that policy is followed and that records are kept to demonstrate compliance. Insight is configured to represent the recruitment process and ensures that all steps are followed and each participant is fully aware of their responsibilities.

A centralised electronic recruitment record contains all relevant information and is accessible by all involved parties to ensure that the recruitment process is managed in the most effective way and that required documentation or activity records are instantly to hand.

Each recruitment case is monitored to ensure all steps are completed in the right order and in a timely fashion, ensuring new recruits are brought on board swiftly and with surety.

Key Features

Application — supports the full process from receipt of application form to reference checks

Selection process and criteria — enables the decision making process and any pre-appointment criteria

Compliance and Commercial — from business approval through to employment references

Induction and Appointment — management from induction through to appointment notified

Confirmation — completed induction to confirmation of contract

Integration with TC — successful applicants automatically become members of staff with full recruitment records for onward management within TC system

Management Information — dashboard information, highlighting trends, alerts of issues etc.

Process Management — Workflow and 'Wizard' process management functionality

Key Benefits

One recruitment record containing all relevant documents, activities and forms is attached to Advisers TC Record

Process suitable for Individuals and Firms

Replaces manually intensive procedures

Encodes policy and distributes processes

Workflow management reduces administrative delays, costs and risk of error

Avoids missed deadlines and mislaid documents

Auditable records and compliant processes

Allows paper application forms to be scanned and stored