



Recruitment Process Flow

If you wish to submit a temporary worker to fill a position please follow the process flow as below:

If you require an agency worker for a short term contract or you have a potential temp to perm requirement you need to follow the instructions.

*If you are unsure about how best to proceed, please contact the Heritage Temp Team on 0121 713 6945 who can offer advice.

Please raise the job on Heritage Career Portal system.

<https://heritagecare-mors.career-portal.co.uk/portal.php?&cat=admin>

*If you require guidance or log ins please contact the Heritage Temp Team on 0121 713 6945 or email Heritagetemp@cohesionrecruitment.com

The job will be sent to the relevant Heritage Cost Centre Approver and Executive Approver.

Please inform your Cost Centre Approver that you are raising the role, so that it can be approved as quickly as possible.

Once your role has been approved you will receive a call from a member of the Heritage Temp Team who will call to confirm the role details and set interviewing timeframes with you.

The Heritage Temp Team will then release the role for you and liaise with Suppliers regarding your recruitment requirements.



The Heritage Temp Team will then shortlist the CV's we receive and provide you with only the most suitable candidate for your role. These will be available on the Heritage Temp Career Portal system, where the role was raised.

Once you have reviewed the CV's and identified the candidates that you wish to interview, contact the Heritage Temp team on via 0121 713 6945 or heritagetemp@cohesionrecruitment.com and we will arrange the interviews for you and confirm back once agreed.

Once the interviews have taken place and you are ready to make the offer to the successful candidate, let the Heritage Temp Team know.

We will contact all the candidates to provide your feedback and make the necessary arrangements to get your new worker started!.

The Heritage Temp Team will keep you updated throughout the whole process and will check in during the first week to make sure both you and the worker are happy.

All that's left for you to do now is to approve the timesheets for the candidates when they submit them via the Heritage Career Portal.

Please refer to the PowerPoint Presentation regarding timesheets for assistance with this or call the Heritage Temp Team on 0121 713 6945