



## **KICKSTART SCHEME SUPPORT**

**Job Specifications • CV Shortlisting  
First Stage Interviews and Profiling • Interview Support**



# What is the Kickstart Scheme?

**KICKSTART**  
**SCHEME**

The **Kickstart Scheme** provides funding to create new job placements for 16 to 24 year olds on Universal Credit. Employers of all sizes can apply for funding which covers:

- 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months
- associated employer National Insurance contributions
- employer minimum automatic enrolment contributions

Employers can spread the start date of the job placements up until the end of December 2021. A Kickstart Scheme

application must be for a minimum of 30 job placements. If a single employer cannot provide this many job placements, they can find a Kickstart gateway, such as Freedom Works, a local authority, charity or trade body for help applying.

Tessa is working with organisations to support them during the Kickstart process. With over 20 years' recruitment experience, hiring talent at every level and across all industries, she is a trusted recruitment partner by her clients.



### Areas where she can support you include:

#### JOB SPECIFICATIONS

Writing detailed job profiles and descriptions, to ensure that you hire the right individual in terms of experience, skills, competence and attributes.

#### CV SHORTLISTING

Reviewing all applications to select the most suitable candidates, identifying key skills, experience and ability.

#### INITIAL CONTACT WITH CANDIDATES TO CLARIFY KEY CRITERIA

Ensuring that the candidate is eligible to join your business under the scheme. Confirming salary expectation, hours of work, location, availability and all relevant criteria.

#### CONDUCTING FIRST STAGE INTERVIEWS AND INDIVIDUAL PROFILING

A thorough interview will generally take up to and over one hour of your time. Not all candidates will be suitable and successful, which will be time consuming during the business day. Candidates will be interviewed according to experience required to do the role successfully, personal





attributes to ensure they will be a good fit within the business and competency. A profile will be presented on each individual with my interview feedback and observations, so you will then be interviewing candidates who have already been shortlisted and who have passed the first stage.

### **INTERVIEW QUESTIONS ALIGNED WITH THE JOB SPECIFICATION FOR YOUR USE**

A full set of interview questions will be provided to you, to ensure that questions relevant to your organisation, the role and legalities as a basis for the interview.

### **INTERVIEWING WITH THE PROSPECTIVE EMPLOYER**

Unbiased support during the interview, to be on hand for note taking or assisting with interview questioning.

### **REFERENCING**

Reference requests sent to previous employers to confirm employment history.

**KICKSTART  
SCHEME**

**M MASSON  
APPOINTMENTS**



## Tessa Masson

Tessa has generated and delivered bespoke recruitment campaigns across the UK in all disciplines and all levels, including junior to top level hires, whilst cementing relationships and as a Preferred Supplier to well-recognised organisations and even Royalty. Masson Appointments was founded on the basis of integrity, to provide the care and time to ensure that clients are always delighted with results and that candidates progress and add value to the business. Typical

conversions are three interviews to one offer and at times, three interviews and two offers of employment. With in-house experience as a Recruitment Manager for a FM Company, managing UK recruitment strategy for high profile contracts and delivery for all disciplines, Tessa saved £250,000 in agency spend in the first few months as the sole recruiter. She offers full 360 support to candidates and clients every step of the way.

# Client Testimonials

## Louise Hills

Head of Service Administration and Finance UK

Tessa distinguishes herself from others in similar positions by being genuinely passionate, caring and professional. She is able to understand the needs of our organisation and what we are looking for in terms of candidates and future employees. She has a detailed understanding of the market and is able to provide advice every step of the way throughout the recruitment process. Tessa is super personable and attentive to anyone she is recruiting for and is really dedicated to sourcing for our needs. I would recommend Tessa fully, she has a proven track record and is a delight to work with!

## Brian Joseph

Managing Director

We hired Tessa to help us find our office personnel and she found some excellent candidates. She kept me informed of the process and arranged the interviews around my busy schedule. We hired one of the candidates and was so impressed with her work, that we have hired Tessa again to find our next addition to our growing company.

## Sonia Woodman DipRM

Resourcing Manager

Masson Appointments was introduced on our PSL over 4 years ago. After meeting Tessa she explained how she runs her recruitment business and how she differs from the other agencies. This was immediately evident from the first time we worked with Tessa, she has an extremely personable, professional and bespoke approach for her clients. Tessa goes the extra mile to ensure she doesn't just know the vacancy inside out, but also ensures she fully understands the company culture and additional benefits which is extremely important in placing quality candidates. Tessa has supported us in times of high-volume recruitment, assessment days, specialist vacancies, reference background checking and providing market insight when required. Employees placed by Tessa have always provided great feedback regarding Tessa's recruitment process which is always a pleasure to hear. If you are looking for a Recruiter who truly understands your requirements, listens and delivers every time I would highly recommend Tessa at Masson Appointments.

## Sarah Haslam

HR Partner

Tessa Masson provides a very professional recruitment service, taking the time and effort to fully understand the roles she is recruiting for and sourcing and interviewing her candidates thoroughly. Tessa understands her client's requirements and is able to work to tight deadlines at a reasonable cost. I would not hesitate to recommend Masson Appointments Ltd.

## Melanie Hill

Head of Marketing - Europe

Tessa really tries to understand the needs of the client and she really tries to match a candidate to those needs. She really cares about providing the right person which is rare in this industry. Also, she has a much richer more hands on personal approach than any other recruitment consultant I have worked with.

