



Consultancy Introduction Pack

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1. Introduction

Welcome and thank you for joining Hewett recruitment. We value our contractors highly and we will strive to provide you with the best service possible.

Hewett has been servicing clients and candidates for over 37 years and prides itself on maintaining the best relationships with the people it deals with.

We want to ensure the assignment onboarding process is as simple and easy as possible and our trained consultants will guide you through every step of the way.

2. Onboarding

Once your assignment has been confirmed by Hewett you will receive this pack and the Consultancy Terms of Business to complete and sign.

Some assignments, on the request of clients, may require additional items to be completed such as, but not limited to the following:

- Technical Testing
- Personality/ behavioural/ psychometric testing
- Security Clearance
- Enhanced DBS checks
- Medical checks

- Educational background checks

Failure to return the Consultancy Data Form, required attachments and Terms of Business by the date specified may result in your assignment being delayed or cancelled.

3. Payment

Hewett operates a weekly payment schedule for its consultancies. All work sheets (Annex B) and expense sheets (Annex C) and accompanying invoices must be completed, signed and countersigned and submitted to Hewett by no later than 1400hrs the Monday following the week completed.

If requested you will be provided with a payment remittance confirming the payment of your invoice to your nominated email account.

If you have opted to self billing you will be required to complete a self billing agreement form after which you will no longer be required to provide an invoice with your work sheets.

Any queries with payments should be directed in the first instance to your consultant.

4. Demobilisation

Hewett prides itself on retaining its consultants and will guide you through the end of contract process. Our consultants will prioritise on finding you a new assignment as close as possible to the end of your current assignment.

5. Complaints Procedure

Hewett Recruitment is committed to providing a high level service to our customers. If you do not receive satisfaction from us we need you to tell us about it. This will help us to improve our standards. Our full complaints procedure can be found in Annex D.