



FAQ Sheet

Swann Shore

1. About Swann Shore

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Who is Swann Shore?

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Swann Shore is an offshore recruitment and Employer of Record (EOR) provider specialising in legal and professional services talent. We help UK businesses access skilled South African professionals while ensuring full compliance with UK and South African employment laws.

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What services do you offer?

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We provide end-to-end offshore recruitment, including candidate sourcing, screening, hiring, onboarding, payroll, HR support, and compliance management.

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How is Swann Shore different from other providers?

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We focus specifically on legal and professional services, ensuring sector-specific expertise, compliance, and seamless integration with your UK team.

2. Offshore Recruitment & EOR Model

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How does your EOR model work?

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Swann Shore legally employs the staff in South Africa while they work exclusively for your company. We handle payroll, HR, and compliance, allowing you to manage daily tasks without employment liability.

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Can staff work as part of my UK team?

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Yes. Staff operate UK-aligned hours, observe UK public holidays, and are trained to integrate with your systems, processes, and culture.

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Can you scale staffing as my business grows?

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Absolutely. Our model allows for flexible team sizing, from single hires to larger teams, adjusting quickly to your operational needs.

3. Recruitment & Onboarding

Q How are candidates recruited and vetted?

A Candidates are screened for skills, qualifications, and experience, and shortlisted for your approval before final hiring.

Q How long does onboarding take?

A Typically 1 month from instruction to full placement readiness, depending on timely collaboration and information from your team.

Q Do you provide training or induction?

A Yes. Staff receive role-specific onboarding, system training, and guidance on your company culture to ensure smooth integration.

4. Fees & Contracts

Q How are fees structured

A Fees are charged monthly per staff member and include salary, recruitment, onboarding, HR, payroll, IT equipment, VOIP, and operational support.

Q Are there additional costs?

A Any work outside the agreed scope, such as additional staff or specialised projects, will be quoted separately.

Q Can I hire staff directly?

A Staff remain Swann Shore employees. Direct hire during the contract or within 12 months may incur a placement fee

Q What is the minimum contract duration?

A Standard contracts run for 12 months with flexibility to adjust based on operational needs.

4. Technology & Security

Q Do I need to provide IT or communication equipment?

A No. Staff use Swann Shore-provided secure systems, including computers and VOIP telephony.

Q How is data protected?

A All staff comply with GDPR and South African data protection laws. Systems are secure, encrypted, and regularly monitored.

5. Performance & Support

Q How is staff performance managed?

A Swann Shore provides ongoing monitoring, performance feedback, and support to ensure consistent quality delivery.

Q What happens if an offshore employee is unavailable?

A We manage continuity and can provide temporary cover or replacements when necessary.

Q How do you support professional development?

A Staff receive ongoing training, webinars, and resources to keep skills up-to-date and aligned with UK standards.

6. Specialist & International Capabilities

Q Can you provide specialist legal expertise?

A Yes. We can source professionals with expertise in areas like corporate law, IP, construction, real-estate or maritime law.

Q Do offshore staff hold international certifications?

A Many candidates hold internationally recognised qualifications relevant to UK legal practice.

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Can staff be seconded or relocated to the UK?

A

Secondments or relocations are considered on a case-by-case basis, subject to immigration and regulatory requirements.

Next steps:

- Confirm the number of staff required and their roles.
- Provide start dates and any specific job requirements.
- Swann Shore will recruit, shortlist, onboard, and integrate staff with your systems and culture



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Bridging talent across borders