

### **Candidate Service Agreement**

We have a track record that we are proud of and fully intend to maintain our good name through excellence in service to you, our candidates. We will act in your best interests and will:

- ✓ Request permission before sending out your CV / Personal Profile
- ✓ Will work with you to help you arrive at the right career decision
- ✓ Will contact you within 24 hours of registration of interest or submission of your CV
- ✓ Will contact you at least weekly during any recruitment process (i.e. after you have agreed to submission of your CV for a position)
- ✓ Answer any calls you make or if this is not possible will return your messages promptly
- ✓ Contact you within 2 days of any interview
- ✓ Help you secure the best position and package available when an offer is made
- ✓ Work with you to agree corrective actions resolve issues If you are unhappy with any aspect of our service

We are an ethical organisation and appreciate that the best results are achieved through collaboration, honesty and hard work. This is our commitment to you, in return ask that you treat us with respect and keep us informed as your circumstances change.

Thank you.