



For Candidates - How Our Process Works

Any successful evaluation of a career opportunity requires a close partnership between candidate and recruiter. Critical to this process is a back-and-forth flow of information that lets us and you know, at any given point, what is happening and provides us with the information necessary to do our job. The mutual assurances listed below are intended to facilitate the process of evaluating each opportunity in a manner that is timely, smooth, and professional.

As an integral part of our process for recruiting and evaluating candidates for our retained or exclusive assignments, we promise to:

- Represent you with the highest level of professionalism, ethics, and sensitivity to your stated goals for future employment
- Obtain your oral or written consent before submitting your credentials to any client if that is your wish
- Maintain the highest level of confidentiality throughout the interview process in order to protect your current employment status
- Provide you with complete and accurate information about any new opportunity we would like you to consider
- Evaluate your fit for any such opportunity thoroughly and promptly
- Provide you with guidelines that will help you structure and gain maximum value from each interview
- Communicate feedback from our client typically within 48 hours from your last interaction with the client
- Notify you promptly if either our selection process or the client's has determined that you are no longer being considered for the position
- Act in your behalf as well as our client's during negotiations leading to a written offer
- Advise you during the process of resigning from your current position and addressing a possible counter-offer from your employer
- Assist you in working with our client on matters of relocation, temporary housing, and other pre-start details
- Counsel you should problems arise during your post-hiring transition into the culture of your new employer and your new role.
- Act as your informal coach throughout your employment with our client

Summary of your benefits by using us exclusively

- Marketing your background becomes higher priority
- Third party selling helps keep your job search more confidential
- We can identify more opportunities because we can invest more of our time to your search and our knowledge of additional companies not known to you
- Provide a more direct approach to decision-makers and proven contacts rather than just human resource leads
- Direct marketing creates new positions that may have less competition
- We handle all negotiations on your behalf which is a positive start to relationship

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- As a candidate, you pay no fee or service charge, it's paid by the hiring company

In return, we ask you to:

- Assure us that you are sincerely open to a new opportunity that would require you to accept an offer of employment, immediately resign your current position, and assume your new responsibilities within two to four weeks
- Provide a complete, accurate, and updated resume to us within three calendar days, or the mutually agreed time frame, of your stated interest in a new opportunity
- Provide information to us (both as requested and proactively) about your interest, motivation, strengths, compensation, ability to relocate, and other important facts that will enable us to determine a "fit" between you and our client
- Suggest a target list of companies and contacts that are of interest to you for us to contact on your behalf
- Provide two sets of professional references--preliminary references that may be checked during the Searchco assessment process and before interviews with the client, and final references that will be checked immediately preceding the final client selection decision
- Make yourself available to interview with us or our client--either in person or by telephone within five business days after your resume is shared with our client and interest on their part has been determined
- Thoroughly research our client's website and other available information in preparation for your interview
- Be available for a detailed pre-interview briefing with Searchco prior to your interview with our client
- Provide us with detailed feedback, by telephone or email, within 24 hours of your last interaction (interview, phone conversation, or other) with the client
- At each step in the interview process, provide answers to these four questions: (1) Do I understand the position? (2) Can I do it? (3) Do I want to do it? (4) If I cannot answer one or more of the first three questions, what more do I need to learn about the company or position in order to provide answers?
- Share with Searchco throughout the interview process all changes in employment and/or other opportunities which you are presently evaluating
- Notify Searchco should you receive or be promised an offer from another company, and be prepared to discuss the specifics of this offer
- Engage members of your family and trusted advisors in your assessment of the opportunity and decision-making process as you proceed through interviewing
- Facilitate a discussion between your spouse or significant other and Searchco if issues arise during interview that have a profound effect on that individual, especially if relocation is involved
- Within 48 hours of a formally presented offer, accept or decline that offer. For acceptance, provide orally and/or in writing, confirmation of acceptance and start date to Searchco and the client.

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