

Career Professionals Charter







A summary of how we aim to achieve a successful outcome by working together with you





We pledge to:-

-  Be totally open and honest with you, accurately manage your expectations & deliver all post-interview feedback in a constructive and open manner.
-  Operate on a no charge basis utilising our best endeavours to secure suitable career opportunities for you. Accordingly we place significant value on our time – please help us not to waste it.
-  Remain whole-heartedly diversity compliant thus fulfilling our diversity pledge & in so doing treat all career professionals equally.
-  Unequivocally not forward your details to clients without your express permission, having discussed with you outline details of opportunities we have established for you.
-  Communicate with you on a regular basis to remain up-to-date with your holistic job-search progress.
-  Provide you with a minimum of 48hrs notice for interview opportunities we create for you.
-  Not offer incentives for recommendations, as we believe those who recommend our services do so by way of recognition & appreciation.
-  Remain EAA, ICO & REC compliant, thus only introducing to our clients candidates we appraise of vacancies we have been empowered to recruit for.
-  Do all we can to help in any way with employment advice, for which we will not be held liable as all advice is provided FOC in good faith.
-  Ensure any complaints receive the immediate attention of the relevant Head of Staffing.




You agree to:-

-  Inform us at the earliest opportunity by telephone if you have secured a job offer via your own endeavours, or third party sources.
-  Advise us of employers known to you, who you wish us to actively market you to, in order that we are sure we are doing all we can to create interview opportunities for you.
-  Help us to identify opportunities within your current employer, in order that we are able to help other career professionals in their job-search – ‘what come around goes around’ - as they say.
-  Complete our post-placement feedback questionnaire as and when we help you to secure a new position, and permit us to use any such feedback to promote our services to others.
-  Inform us of companies your details have been submitted to independently, or by third parties (other recruitment agencies), in order that we do not expend valuable time needlessly.
-  Value our relationship in trusting us to achieve the best outcome, and reciprocally advise us of any changes in your requirements (e.g. extension of notice period, increase in salary expectation etc:)

Interview attendance

-  Attend interviews for opportunities we have discussed in detail with you, and accordingly not cancel your attendance at interviews unless in extreme circumstances – we’ve heard all the excuses, all we ask is that you are straight with us.
-  Notify us by telephone at the earliest opportunity in the eventuality that you must cancel interviews we have arranged for you. In summary, if you feel that opportunities we discuss with you are inappropriate say so. We do not want to deprive others of such opportunities, and therefore expect you will attend as agreed.

Both parties acknowledge that:-

-  They will treat each other with decency and professionalism, fully co-operating with each other in order to achieve the best mutual outcome possible.
-  We reserve the right to withhold details of our exclusive assignments for reasons of confidentiality, until such time as interview opportunities are confirmed.
-  We do not guarantee to successfully identify the career opportunity you are seeking, but will at all times use our best endeavours to do so.

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Head and shoulders above the rest