

We work hard to ensure that our clients get the results they need. To ensure a smooth and effective recruitment process, there are mutually beneficial commitments that both parties should be willing to work towards. This forms our Partnership Agreement.

## Think SR

### We will commit to;

- ✓ Our specialist team will invest their time in getting to know your business, culture and environment to ensure that we understand your requirements and what type of candidate will fit the role.
- ✓ Market your vacancy to all relevant and available candidates by; researching local network, advertising on relevant job boards, conducting database searches, screening relevant candidates, creating social media campaigns and mailings to showcase your vacancy.
- ✓ Providing you with relevant candidate CVs in a realistic timeframe - usually within 4-5 working days but you might well receive them more quickly!
- ✓ Supplying regular and timely updates on the search process, candidate availability and any challenges we are facing in the recruitment process.
- ✓ Arranging a feedback call to discuss CVs sent and to finalise candidate list for interview.
- ✓ Supporting your shortlisted candidates by providing a detailed job briefing and any required interview preparation.
- ✓ Providing feedback from the candidates within 1 working day of their interview. And ensuring candidates have received their feedback within 1 working day of this being provided.
- ✓ Managing the offer stage and ensuring both parties are kept up to date regularly during their notice period and onboarding process.
- ✓ Keeping in touch regularly with both the hiring manager and placed candidate after they have started to check on their progress. Communicating any issues promptly.

## Client

### We ask that you commit to;

- ✓ A full briefing meeting with the hiring manager, ideally in person or virtually, to ensure our strong understanding of the role requirements and confidence in our ability to support the process.
- ✓ Ensuring that we are provided with a detailed job description, time to hire timescale, interview process and availability for interview.
- ✓ Reviewing CVs and requesting interviews within 2-3 working days to ensure candidates remain in process and committed to interviewing.
- ✓ Providing us with immediate updates if there are any changes to the recruitment process or timeline.
- ✓ Being available for a feedback call and have diaries ready to schedule interviews
- ✓ Ensuring all relevant staff are available for interviews and are fully briefed on the candidate details.
- ✓ Providing your feedback on the candidates within 1-2 working days of their interview.
- ✓ Ensuring offer is made within 1-2 working days of the completion of all final stage interviews. Providing candidate with written confirmation and regular communication post offer.
- ✓ Providing regularly updates and feedback for the successful placement. Communicating any issues promptly