



GUIDELINES TO ESTABLISHING AN EFFECTIVE WORKING RELATIONSHIP

What we provide to our Candidates

1. An ethical, honest and professional approach.
 - Philosophically we believe we have a responsibility to our candidates that is equal to our responsibility to our clients.
 - We will **never** send a resume to a company without receiving permission to do so.
 - Professional guidance throughout the job search/interview process.
2. Access to our network of employers, hiring managers and job opportunities.
3. A marketing voice that is much stronger than a resume. We work with all candidates to clearly understand what they have done and what they want to do. We then take that information and actively sell to our clients who have the applicable opportunities.
4. Consulting Services
 - We will make suggestions and recommendations regarding your resume. We have seen tens of thousands of accounting and finance resumes.
 - We will assist you with interviewing. We have worked with thousands of hiring managers and know what works and what doesn't in interviews.
 - Pre-interview preparation. We will provide as much "inside" information as possible to prepare a candidate for an interview.
 - Post interview feedback, coaching & strategy. We have experience taking thousands of candidates through the interview process.

What we need from Candidates

1. For the relationship to work effectively candidates need to trust the recruiter they chose to work with. We have experience taking thousands of candidates through job search and interview processes. Working with a recruiter is your choice, be sure to pick one you feel you can trust!
2. Communicate professionally with your recruiter.
 - Be honest.
 - Return phone calls promptly.
 - Keep your recruiter fully informed of your thoughts on **all** opportunities you are pursuing.
3. Always represent yourself professionally.
 - Arrive 15 minutes early for interviews.
 - Dress in a conservative business suit if possible.
 - Be conservative with jewelry, makeup, facial hair, etc.
4. Our clients will normally interview you two to three times before an offer is made. During this process, you will need to keep your recruiter posted on any issues. Once an offer is extended, our clients expect a decision quickly. Starting with the first interview you need to be assessing whether or not you would accept the position so when the offer does come you are in a position to make a decision. Your recruiter will help you with this by asking probing questions after all interviews, and understanding your concerns and expectations. We need to discuss how to accept or turn down each offer prior to communicating with the client. We want to make the process as professional as possible.

5. References will play a key role in your search process. Good references allow us to sell you to our clients. There is nothing more powerful than using quotes from a reference to secure an interview. Please provide your recruiter with the names, phone numbers and professional relationships of 3 supervisors, 3 peers, and 2 subordinates (if applicable).
6. Always send a thank you letter/e-mail immediately after the interview. Refer to our interview packet or consult with your recruiter for example follow-up letters. Remember to get a business card from each interviewer to assure correct spelling of each individual's name.