



GUIDELINES TO ESTABLISHING AN EFFECTIVE WORKING RELATIONSHIP

What we provide to our Clients

1. An ethical, honest and professional approach.
 - We will **never** send a resume to a client without receiving permission from the candidate to do so.
 - Professional guidance throughout the job search/interview process.
2. Access to our network of potential candidates.
3. A marketing voice that is much stronger than a job description. In addition to clearly understanding the position requirements, we work with our clients to create a clearly defined selling framework for the position. The selling framework will consist of information regarding the company, the job and the culture. We then take that information and actively sell to the candidate marketplace.
4. Consulting Services
 - We will make suggestions and recommendations regarding the creation of a selling framework. Our goal is to become a strong advocate for your organization in an honest and positive way.
 - Pre-interview preparation. We will provide as much detailed information about the candidate as possible to help facilitate an efficient process.
 - Post interview feedback & strategy. We have experience taking thousands of accounting and finance candidates through the interview process. Due to our extensive experience, we are able to anticipate the needs of candidates as they navigate this process.

What we need from Clients

1. For the relationship to work effectively clients need to fully engage the recruiter(s) they chose to work with. We need information about the company, the job, the culture and we need access to the hiring manager. Of the four components the most important is access to the hiring manager as the hiring manager is the greatest influence on candidates as they consider new opportunities.
2. Open and honest communication.
 - Return phone calls promptly.
 - Keep your recruiter fully informed of your thoughts on candidates you are pursuing.
3. Trust.
 - If we are not already working with you we need the opportunity to prove our trustworthiness. It is very difficult to be successful for a client that keeps us at “arms-length.”