

RECRUITMENT GUIDELINES FOR CLIENTS

Dear Clients,

Thank you for entrusting us with such an important function in your organization as recruitment. We truly value this and will do everything possible to ensure you are satisfied with our partnership.

Recruitment is a complex service, as it involves three parties: the **Client** (you), the **Recruiter** (us), and the **Candidate**.

To make sure our joint efforts lead to outstanding results, we kindly ask you to follow these simple recommendations:

1. **Determine who will conduct interviews** with candidates on behalf of the Client. We strongly recommend that the interview is conducted **by the direct manager**. You may also hold a panel interview (no more than 3 people) if there is an HR specialist and/or a cross-functional manager involved.
2. **Create a friendly atmosphere** during the interview, as only in such an environment will you see the *real* candidate.
3. **Make prompt decisions** regarding further steps with the candidate: whether to decline or invite them for a probationary period. Ideally, this should happen **within one day** after your interview. Remember, **good candidates get hired fast**.
4. **Promptly (preferably the same day)** provide **feedback on the Candidate** to the Recruiter: what you liked, what you didn't. Please make your feedback as **specific** as possible. This helps us adjust the search and be as effective as possible.
5. The Recruiter will provide **feedback from the Candidate**, including: salary expectations, work schedule, benefits, insight into working conditions with your competitors, etc. Please **do not ignore this information** and, if possible, apply a **flexible approach** to hiring.
6. After you have hired the candidate, please note that we will suspend the search for that role, but **within the guarantee period**, we can still promptly provide a **quality replacement** (due to our up-to-date database). If the candidate leaves or does not meet your expectations during this period, please **notify the Recruiter promptly**.

Thank you for your attention!

We hope these recommendations help you **hire the very best** for your team!