



International Association for Corporate & Professional Recruitment

IACPR Commitment to Candidates: What You Should Expect

To be informed by the executive search consultant of the role of the search firm in the assignment, the nature of the engagement and how the search process is likely to evolve.

To have the right to accurate information from the search consultant and/or corporate recruiter, negative as well as positive, about the position, company, hiring executive and business conditions.

To have information treated with confidentiality and discretion at all times. Specific information obtained by the search consultant during discussions with the candidate may not be disclosed to the client if the candidate specifically so requests.

To be made aware, however, that the executive search consultant can choose not to present a candidate based on a judgment that the candidate is not qualified or appropriate for the position.

To be told by the executive search consultant and/or corporate recruiter the title, specifications of the position, reporting relationship, location and background of the company and responsibilities of the position before a first interview with the hiring executive.

To be kept informed of the status of the potential candidacy on a timely and candid basis by the search consultant or corporate recruiter.

To be assured that the executive search consultant and/or corporate recruiter, or another company executive, will not check references without the candidate's approval or do anything that might otherwise jeopardize the candidate's present position.

To be informed, when appropriate, that an offer may be contingent upon successful completion of reference checks, special testing or any other conditions of employment.

To be apprised by the executive search consultant and/or corporate recruiter of the impact joining the company in the specified position could have on the individual's career.

To expect, if not ultimately offered the position can expect that all files will be kept confidential by the executive search consultant and/or corporate client. Resumes will not be sent to another client or elsewhere in the organization without the candidate's prior approval.

In accordance with the Fair Credit Reporting Act, to request and be provided, if not offered a position, any applicable written documentation - when reference checks were used as the determinant to this end.

To be informed promptly by the executive search consultant and/or corporate recruiter of the client's selection decision.

To continue to communicate with executive search consultant and/or corporate recruiter for at least six months after joining the company to ensure that any adjustment problems on either side are properly handled.