

Novate IT – Candidate Charter

Thank you for choosing to apply for this opportunity (or these opportunities) through Novate IT, we are delighted you have entrusted your application to us and we will do our very best to help you secure your ideal new job.

This document aims to describe in simple terms what you can expect from us and what we request from you in return.

We will:

- Always answer your messages, or return your calls. We may not always have news for you but we'll be happy to keep you up-to-date as to what is happening with the employer and the role you've applied to.
- Make our very best efforts to guide this application to a successful conclusion, this means:
 - Encouraging the employer to review and respond quickly to your application.
 - Provide advice and guidance as to the interview process and any specific preparation you should do in advance to get the most out of the interview.
 - Endeavour to negotiate the very best job offer for you, ensuring your new role pays you appropriately for your skills and experience as well as the location you are in.
- Continue to search for other suitable opportunities for you with other employers but rest assured **your CV/resume will never be sent to any employers** without your prior approval.
- Offer you advice as to the best job opportunity available to you. This means engaging in an ongoing and frank discussion about all the jobs you are considering to help you sift through all the recruiter-speak and HR messages to get to the root of what is the best job for you.
-and if the worst happens and your application is unsuccessful we will endeavour to get you feedback as to why you've not been chosen for interview, thus helping you prepare for future applications.
- Respect your decision to choose the right job for you. We recognise that you know your needs best and so you may wish to choose a job through another recruiter/with another employer, **please be assured that is absolutely fine with us!** That said, if you're being pressured into making a snap decision or being fed incorrect information we will let you know and encourage you to take the time you need to make the best decision for you.

In return we request:

- You keep us posted, on everything! If you're interviewing elsewhere and need our client to hurry up or, if you've changed your mind about an application we're managing or, if you've decided to accept a different job – just let us know. The very worst thing in our job is when a candidate we are working with vanishes into thin air, it makes us look really silly and could damage the candidate's future employment prospects. As stated above, we know you know you best (- that's a mouthful isn't it!) – it's your career and we will always respect the decision you choose to make but request you let us know so we can inform our client, thus maintaining our reputation and relationship with them.

And that's it!

If you have any questions about how we're working on your behalf, the job market in general or Novate IT feel free to ask the Consultant you're working with or Stewart Smith (Managing Director of Novate IT)

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