

# Client Checklist



The Recruitment and Employment Confederation (REC) is the association for the staffing industry in the UK. It has over 6000 member offices operating in all sectors of recruitment.

REC IT & Communications Sector Group members specialise in providing IT recruitment services. Members of this Group are subject to strict membership criteria and procedures.

## Choosing an IT recruitment consultancy

**Choosing a specialist permanent or contract recruitment firm requires careful consideration - after all, the consultancy will be representing you and your organisation.**

**Please consider the following points:**

- Is the consultancy a REC IT & Communications Sector Group Member?
- Are its staff knowledgeable about your industry?
- Does the consultancy adopt ethical quality standards of best practice?

**Using a REC IT & Communications Sector Group member gives you an assurance that...**

- Members will respect the privacy of any information which you have supplied in commercial confidence. They will not approach current staff or contractors with a view to finding them alternative employment.
- Members will provide candidates with full details of your requirements and commit to gaining the candidate's permission before sending their CV to you.
- Members will agree terms and conditions of business before committing to an assignment and will readily disclose to both clients and candidates the rates applicable to each in order to ensure that all dealings are open and honest.
- Members are committed to keeping their consultants up to date and appropriately trained. To help ensure this, the REC IT & Communications Sector Group offers its members a programme of specialised training courses.

**Why it makes sense to use a REC IT & Communications Sector Group member:**

- All member firms are well established with large databases of experienced IT professionals, many of whom may not respond to an advertisement.
- Members will advertise only bona fide vacancies and, where advertising the vacancy is the preferred or recommended recruitment method, members can assist in design and copy to secure the right candidate.
- Members' experience makes them uniquely qualified to advise on market rates, trends and other important information.
- Members are able to respond promptly to clients' permanent and contract requirements.
- Members will save you time and resources during the recruitment process by only offering 'suitable' candidates, and carrying out reference and other checks as required.
- If you have a problem with the consultancy which you cannot solve satisfactorily, REC IT & Communications Sector Group members are bound to refer to REC for arbitration. Your interests are only fully protected by using a REC IT & Communications Sector Group member.

### The IT & Communications Logo

Members of the IT & Communications Sector Group are entitled to use a special logo, shown here. This logo demonstrates that they comply with the IT & Communications Sector Group Criteria and have been approved into Industry Sector Group Membership.



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INVESTOR IN PEOPLE

