



CANDIDATE INFORMATION

Version 20.001

Welcome

This document contains some information that candidates should find useful when they are considering working with Hadwin Jones. It should be straight forward and easy to understand but if you have any questions, please ask them. Hadwin Jones believes very strongly in mutually beneficial relationships. This document describes a little of how Hadwin Jones does business and a little about what you can expect if you let Hadwin Jones assist you in the search for the job you are

after.

You will also be given a copy of a document called the Candidate Non- Disclosure Agreement (HMAN500070) which you will be asked to sign before Hadwin Jones presents you to any of their clients.

Welcome to Hadwin Jones and the next step of your career.

Introduction to Hadwin Jones

Hadwin Jones is a management consultancy practice focused on assisting clients access quality high-skilled human resource. Hadwin Jones clients continually have new requirements. The clients relate these requirements to a Hadwin Jones representative. Analysts at Hadwin Jones may then get involved assisting the client both with documenting their requirement in detail and defining the criteria for a solution that will satisfy them.

Most Hadwin Jones client requirements require Hadwin Jones to supply the client access to high quality human resource, like yourself, to perform certain tasks for them. Once the client has committed to a defined solution, they will tell Hadwin Jones which parts of the solution they are going to implement using their current staff, what consultants they may require from Hadwin Jones to assist in the implementation, what contract

staff they may require to complete the implementation, and what new full time staff they will require.

Clients engage with Hadwin Jones in this way because they trust the Hadwin Jones brand. They trust the brand because Hadwin Jones always communicates clearly, manages the client's expectations, and strives to exceed them. Hadwin Jones never attempts to sell to clients. Hadwin Jones simply

puts the energy into understanding client-needs, and then offers the client solutions.

As a candidate, Hadwin Jones will put time and energy into understanding you, your skills, experience, and your aspirations. Hadwin Jones will then focus on opportunities that meet both your requirements and the client requirements.



Brand values

Hadwin Jones has strong brand values which are well communicated to their clients. It is important that you identify with these values if you are to be represented by Hadwin Jones, because this is what the clients expect.

Hadwin Jones is built on seven core values. They are: Honesty, Integrity, Knowledgeability, High Value, Delivery Orientated, Trust, and Authenticity. These values permeate every aspect of Hadwin Jones culture. If you become associated with Hadwin Jones, whether as a candidate, a recruiter, or as a permanent

employee, you will be expected to conform to the Hadwin Jones culture as documented in the Hadwin Jones Code of Conduct (HPLN500310).

Where Hadwin Jones discovers a client has an inconsistent set of values, Hadwin Jones will refrain from doing business with them because Hadwin Jones believes that business must be good for all involved parties. If you feel that you do not share Hadwin Jones brand values, you would be best advised to find an agency to work with whose values you do share.

Career objectives

Hadwin Jones clients are interested in excellent candidates. Excellent candidates not only have the required skills and experience, they have a positive attitude and a sense of where they are going in life. An excellent candidate will have career goals for themselves. They will understand their strengths and weaknesses, and they will consider potential employers based on cultural fit, what they feel they can contribute, and how they see their career developing with that business.

Share your career objectives and aspirations with the Hadwin Jones executive recruiter you are working with. Recruiters can best serve you when they understand all dimensions of what you are looking for. Hadwin Jones executive recruiters put considerable effort into understanding their clients. The more they understand you, the easier it is for them to find the best opportunities for you.

Business cultural fit

Employers know that new employees will only perform to their best if they are well matched to the culture of the business. This is extremely important to most employers, to the extent that the majority of employers will reject candidates with top skills and ideal experience if they feel they may not match the business culture.

What this means to you as a candidate is that you need to be aware of the type of business culture you would enjoy working in, and the type of environment where you will be most productive. You also need to ensure that you can communicate

this clearly both to your Hadwin Jones executive recruiter and to potential employers.

If you are asked to interview with an employer, research their business thoroughly before you go to the interview. Establish what you can find out about the culture of the business and make sure that the culture appeals to you independently of the actual job position. When you get to the interview, make sure you get answers to any remaining questions you have about the culture of the business.

Testing requirements

Most employers require candidates to submit to background checks and various tests as a condition of any offer they make. Employers will often ask the candidate to undergo a medical examination by the company doctor, at the company's expense, with the results being sent directly to the employer. It is very common for employers to want the candidate tested for traces of illegal drugs, both before making an offer and at random times during employment. Credit checks and police checks are common.

Many employers will engage agencies to verify claims the candidate makes in their CV regarding employment history and qualifications. They will also want two previous managers to act as referees.

The employer will need your permission for parts of this investigation. If you refuse to grant your permission, an employer will presume the worst and is extremely unlikely to make any offer to you. To save your time, the client's time, and the executive recruiters time, you will be asked to provide Hadwin Jones your written permission to instigate any testing client's might require. Hadwin Jones holds this on file. They can then assure clients, before they even interview you, that you will submit to testing should they require it. Hadwin Jones will not waste time presenting you to potential employers, which routinely ask for testing, unless you have already granted Hadwin Jones this permission.



Your CV

The purpose of your CV is threefold. Firstly, it must convince an employer's gatekeeper that you could be worth talking to. Secondly, it must convince the employer you are worth talking to. Thirdly, it is your formally declared statement of your past employment and of your qualifications, which the employer will not bother verifying unless they want to make you an offer.

An extremely common situation is that an employer receives a large number of CVs, certainly more than they can be bothered reading. The employer then asks a trusted officer acting as a gatekeeper (a PA, a receptionist, or some other general administration person) to go through the pile of CVs and identify half a dozen that have attributes they are interested in. This gatekeeper probably doesn't understand the attributes they are being asked to look for and their consideration of the CVs becomes a keyword scan.

Make sure your CV has all the keywords that might be looked for stated very obviously close to the beginning. Make it easy for the first person that scans your CV to select it and pass it on to the decision maker.

Once the decision maker is looking at your CV, your objective is to get an interview. You must state that you have the required skills and experience for the job for which you are applying, you must sound interesting, and you must sound as if you can add additional value beyond just doing the job.

We recommend you have a base CV that covers all your history since you began working, and that you customise a copy of this for each job you apply for. This enables you to focus on your attributes that are pertinent to this specific job application, including how you believe you will culturally fit into the business.



Communication

It is important with most jobs that you can communicate clearly. It is also important you communicate clearly with your executive recruiter. Hadwin Jones executive recruiters are continually talking to clients about their requirements. When you introduce yourself to your Hadwin Jones executive recruiter, they are thinking about how you would perform in the vacancies they are currently working. They are also thinking about which of their clients might be interested in talking to you even though they haven't specifically said they are looking for someone at the

moment.

Your objective is to ensure the executive recruiter clearly understands what you are looking for and what you are capable of doing. You also want them to clearly understand your background experience and your qualifications. The opinion that the executive recruiter forms of you is dependent on you clearly communicating the information to them that they need to form that opinion.

Honesty is everything

Hadwin Jones requires you to be completely honest in all your dealings with all Hadwin Jones representatives and all our clients. Trust is the most important factor in any business relationship. It is very hard to get someone you have never met before to trust you. Everyone is naturally cautious and takes a

long time to get to a point they trust someone new.

Conversely, trust can be destroyed extremely quickly by the slightest act of dishonesty. Be extremely careful to ensure you are one hundred percent honest with everyone you deal with.

Non-disclosure agreement (NDA)

You will be presented with a Non-Disclosure Agreement (NDA) very early in your relationship with Hadwin Jones, asked to answer the questions contained within it, and then asked to sign the document. NDAs are common in business. They are mutual agreements between two parties that are thinking about doing business together. An NDA is a contract in which both parties agree the purpose of their relationship and agree to the way they will work together.

Take the time to carefully read this agreement before you sign it. The Hadwin Jones Candidate NDA also contains questions

about what tests you are willing to have an employer instigate, and signing the NDA is how you are granting your permission for those investigations to be carried out. If you have any questions about this document, please ask them before you sign it.

Hadwin Jones believes the Candidate NDA establishes a very fair mutual agreement of respect that is beneficial to both the candidate and to Hadwin Jones. Hadwin Jones only work with candidates that are happy with this agreement.

Mutual respect is a fundamental Hadwin Jones brand value.



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