

THE CANDIDATE'S CARD OF RIGHTS

[YOUR EXPECTATIONS FROM A PROFESSIONAL SEARCH FIRM LIKE AIMS INTERNATIONAL ALBANIA](#)

It often happens when you least expect it – you receive a call from AIMS INTERNATIONAL ALBANIA, wanting to know if you might have an interest in a position we are trying to fill for a client.

The opportunity seems promising, but you do not know what to expect. What does the process entail? How long will it take? What will AIMS INTERNATIONAL ALBANIA expect from you? Most important, what are your rights and obligations during the process? As a potential candidate, you are entitled to ask these questions and have them answered.

Candidates should know that AIMS INTERNATIONAL ALBANIA consultants endeavor to provide qualified candidates for clients who wish to fill senior level positions and contractual obligations exist only between AIMS INTERNATIONAL ALBANIA and the client. However, our search consultants build professional and ethical relationships with candidates as well, whom they may remain in contact with over a period of years. AIMS INTERNATIONAL ALBANIA *code of ethics* states that these relationships should be characterized by *honesty, objectivity, accuracy and respect for confidentiality*. We believe that our success relies on a three-way partnership, whereby the candidate, the client and AIMS INTERNATIONAL ALBANIA fully understand their rights, duties and obligations to each other during the search process.

As such, we believe that all search candidates have a right to:

[I. Confidentiality](#)

When you become an AIMS INTERNATIONAL ALBANIA search candidate, you put yourself at a certain amount of risk with your current employer. For that reason, you are entitled to the highest levels of confidentiality from us and the client organization. To safeguard your confidentiality, AIMS INTERNATIONAL ALBANIA search consultant should:

- Obtain your authorization before submitting your name and a report on you to the client organization.
- Contact you directly during all the process.
- Not contact references provided by you without your permission.
- Not discuss your potential candidacy with anyone outside AIMS INTERNATIONAL ALBANIA, and ensure that all our employees abide by the same rules.
- Cares that the client also preserves your confidentiality.

It is important to remember that you do not become a search candidate until the consultant has conducted an initial evaluation of your suitability for the position and you have expressed an interest in it. If either of these two criteria is missing, you cannot be considered a candidate for the position. However, even if the position about which you are being contacted is not right for you at the present time, you may still benefit from conversations with our consultants by being kept up to date with the market for your skills and experience. Candidates not selected on one search may be selected on another.

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II. Full Disclosure

In order to make the right decision, you need to know as much as possible about the position and the client organization.

This ultimately requires full and open disclosure regarding:

- The nature and requirements of the position
- The compensation package

- Whether relocation is required

- Information regarding the client organization

Be aware, however, that during your first conversation, when you are still being evaluated as a potential candidate for the position, the search consultant is under no obligation to reveal confidential information about the position or the client. Only after you have been identified as a selected candidate should you expect the consultant to disclose more than the most basic information. Even then, there are times and cases when certain information about the client must remain confidential until the final stages of the process and be disclosed later.

III. Timely Communication

The completion of a search assignment can often take a considerable time (from several weeks to months), with many steps between initial contact and the ultimate hiring of the successful candidate. Once you become an active candidate, we will communicate with you in a timely manner at each and every step of the process.

IV. Feedback

Based on his or her understanding of the position and the client's needs, the consultant will give you an honest appraisal of where you seem to fit the opportunity and where you do not seem to fit. If at any point in the process the client decides not to proceed with your candidacy, the consultant will provide as complete an explanation of the client's decision as possible.

V. Professional Treatment

Our consultants comply with all the employment laws that apply to the normal hiring process. In addition, they will also demonstrate a high level of professionalism with each and every candidate. Professional treatment means that the search consultant:

- Has a clear understanding of the position and the client's expectations for it
- Conducts an organized, well thought-out interview and assessment procedure
- Shows up on time and well-prepared for all appointments
- Demonstrates in-depth knowledge of the market and the client
- Answers all your questions in a honest and straightforward manner

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VI. Adequate Process Details

As a search candidate, you are entitled to know what to expect as the process unfolds. For example, what is the anticipated time frame for the first round of interviews? If you make the first step, what happens next? AIMS INTERNATIONAL ALBANIA consultants will willingly provide this kind of information. In particular, be prepared at any stage in the proceedings to ask:

- How long will this take?
- Who do I have to meet with before a decision is made?
- What time frame is the client working on?
- What is the next step?

VII. Respect for Your Time and Position

The search consultant understands your current work position demands your full time and attention. When scheduling appointments and interviews, the search consultant and the client will demonstrate the utmost respect for your time, your position and your responsibilities to your existing employer.

VIII. Consistency Between AIMS INTERNATIONAL ALBANIA and The Client

The search consultant and the client should always do their best to be on the same wavelength in terms of the information they present to you. Keep in mind, however, that while the search consultant represents the client organization, they do not have complete control over the client's communication with you during the process. If changes occur that contradict the information given to you by the consultant, you should ask for clarification.

IX. A Trusting Relationship

If the search consultant conducts him or herself in a manner befitting these guiding principles, you should naturally develop an open and trusting relationship. Conversely, if for any reason, you do not feel you can trust the search consultant or the client, you would be well served to withdraw from the process. Keep in mind that our consultants strive for more than just filling the position for their client; they want to help you make the best decision for you, your family and your career.

X. No Pressure

The best job placements happen when the search candidate has the time to make a measured and well-thought out decision. For this reason, the search consultant will never try to hurry your decision or put undue pressure on you to accept an offer. However, the consultant will keep you informed of any deadlines imposed by the client and the implications for not making a decision prior to the deadlines.

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CONCLUDING THE SEARCH

If the client decides to hire you to fill the position, you have arrived at one of the most important stages of the search process: *negotiation of your employment agreement*.

This can involve highly sensitive issues in which the search consultant can play a crucial role of intermediary to ensure open and effective communication between client and candidate.

Use this 'honest broker' channel of communication to candidly express any concerns or special requirements that you may have on terms and conditions.

When the search process is completed and you have signed an employment contract the consultant will stay in touch with you for three to six months to make sure that your transition into the new position is a success. Feel free to contact your consultant with major concerns that arise. He or she may well be able to help sort out problems, and diplomatic intervention by the search consultant will normally not be resented by the client. However, search consultants are not professional coaches, and thus their role here may be limited.

If your candidacy does not result in a hire, AIMS INTERNATIONAL ALBANIA will keep you in its pool of candidates for future assignments. We may contact you from time to time to maintain the relationship and keep you informed of any upcoming assignments. If you developed a good relationship with the search consultant, you may want to take your own steps to maintain the relationship as well.

Regardless of the outcome of the search, the consultant may not use your name or the results of the search as testimonials without your permission.

PUTTING YOUR BEST EFFORTS

The search process is not a one-way street. Although you have a right to expect courteous, professional treatment from the search consultant and the client, there are a number of things you can do to facilitate the process and advance your standing.

- *Be honest.* Under no circumstances should you inflate your resume, misrepresent your work history or "hold some cards back." Also, be genuine about your interest (or lack of) in the position. Complete and accurate disclosure by the candidate is an essential element in the search process.
- *Be flexible.* Make every effort to fit appointments and interviews within your schedule.
- *Inform yourself.* Conduct your own due diligence on AIMS INTERNATIONAL ALBANIA and the client organization, and understand the unique value of being placed through a professional search firm.
- *Have realistic expectations.* Understand that the process takes time and that you will be one of several qualified candidates.
- *Behave in good faith.* Do not lead search consultants to believe you are negotiating only with them if you are considering offers from more than one organization. Above all, do not think you have a "done deal" just because you develop a close relationship with the search consultant. Remember that the consultant's job is to present several qualified candidates to the client, and it is the client who makes the ultimate decision.