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Bill of Rights for the Candidates

I. Confidentiality

When you become a **Candidate**, you undergo a certain risk from the side of your present employer. Therefore, to save confidentiality a consultant of the company "**Human Factor**" is obliged:

- to get Your written permission during the discussion of Your candidature to record and report the answers **to the Client**;
- to get in contact on Your request directly with you instead of Your assistant or anyone else on the current place of work;
- not to get in contact with people whose recommendations were received without Your permission;
- not to discuss Your potential candidature with anybody except for the employees of the company "**Human Factor**", involved in the process of search;
- to warn a Client about keeping your confidentiality.

It is important to remember that you do not become a **Candidate**, until a consultant of the company "**Human Factor**" has made the primary assessment of the level of your correspondence to the position, and until you show some interest in it. If you lack any of these two criteria, you can not be considered a Candidate for the position. However, even if the position discussed with you does not suit you at the moment, you could possibly find the conversations with our consultants beneficial, as you would be able to compare your skills and experience with current demands of the market.

II. Complete Description

In order to make a correct decision a **Candidate** needs to know as much as possible about the company "**Human Factor**", about the opened vacancy and the client's organization. Generally, it requires a complete and transparent description of:

- the essence and requirements for the position;
- the size and structure of the remuneration package;
- the necessity of changing the place of living;
- the information about the client's organization related to the position.

After you have been defined as a suitable **Candidate**, a consultant of the company "**Human Factor**" will give you additional information about the position and the Client.

III. Keep in touch

It can often occupy a few months to achieve the purpose of a search, including many stages between the first and the last contact, which is hiring of the selected **Candidate**. As soon as you become an active Candidate, the consultants of the company "**Human Factor**" are obliged to get in contact with you in a proper time on every stage of the process. It implies active informing a Candidate about the process of the search, as well as your initiative in answering any of their questions in a proper time.



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IV. Feed-back

A consultant of the company "Human Factor" is obliged to give you an honest assessment of how much and in what way you suit the position, and in what way and how much you don't. If at any moment during the selection a Client rejects a Candidate, a consultant will provide maximally complete explanation of the reasons of the Client's decision.

V. Professional Communication

The consultants of the company "Human Factor" are obliged to demonstrate the high level of professionalism in relation to every Candidate. Professional communication means that a consultant:

- has a clear understanding of a position and **Client's** expectations as for it;
- conducts correctly organized and carefully prepared interview;
- comes on a meeting prepared and in time;
- demonstrates a deep knowledge of the market and the company of a **Client**;
- gives honest and straight answers to all Your questions.

VI. Necessary Peculiarities of the Process

As a **Candidate** you have a right to know what to expect from the process. In particular, the consultants of the company "Human Factor" will advise you about the following:

- how much time is needed for this or that stage;
- with whom you should meet on this very stage;
- what is the term of making decisions, defined by a **Client**;
- what is the next step.

VII. Respect to the Time and the Position of a Candidate

The consultants of the company "Human Factor" understand that the current position occupied by a potential candidate requires a lot of his time and attention. While planning meetings and interviews, employees and Clients of the company "Human Factor" are obliged to show maximal respect to the time of a Candidate, his status and the duties related to his current employer.

VIII. Absence of Pressure

The best results of a search can be achieved when a **Candidate** has time for a thorough analysis of a suggestion. For this purpose the consultants of the company "Human Factor" never hurry a Candidate with a decision and do not put pressure on him. However, a consultant informs a Candidate about the final term of a decision-making, defined by a Client.

IX. Confiding Relationships

While the consultants of the company "Human Factor" act in accordance with the above stated basic principles, a Candidate is also expected to maintain opened and confiding mutual relationships. If for some reason a Candidate does not feel that he can trust a consultant or a Client, it is necessary to stop the process. Our consultants will try not only to tackle the task of a Client but also to help a Candidate to make the best decision for him, his family and his career.



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X. Finishing a Search

When a searching process is completed and a Candidate signed a contract, a few consultants will keep in contact with him during three-six months in order to make sure that he successfully works in the business. Do not hesitate to get in contact with Your consultant concerning some serious questions. However, consultants are not professional trainers and their role here is limited.

If a Client does not choose a Candidate, the consultants of the company "Human Factor" will get in contact with a Candidate from time to time in order to support mutual relationships and to assess him from the point of new tasks. Regardless of the results of a search a consultant can not use Your name or the results of the search as a recommendation without Your permission.