

Recruitment Partnership Agreement

Shared Objective

The purpose of this agreement is to establish a collaborative recruitment partnership focused on securing the best available talent in a process that is efficient, professional, timely and with an outstanding Client experience.

Both parties acknowledge that the current recruitment market remains highly competitive and that delays in feedback, interview scheduling, or offer management can significantly impact candidate availability, acceptance rates and the success of the project.

By agreeing to work as closely as possible to the commitments below, both parties will work together to create a successful outcome.



Agency Commitments

Allen Associates will deliver services in full alignment with its **Model of Excellence** and the **REC Code of Professional Practice**.

Candidate Quality

We will ensure that:

- All candidates have been thoroughly interviewed and assessed by experienced, fully qualified consultants.
- All candidates have received a detailed briefing on the role, including the job description, company overview, key responsibilities, required experience, salary, location, benefits, and any other relevant information provided during the role brief.
- Genuine interest has been confirmed and discussed with the candidate prior to submission.
- Right-to-work status has been verified.
- Salary expectations and notice periods have been confirmed and clearly communicated.

Candidate Experience

The agency will use its best endeavours to:

- Maintain professional and timely communication with candidates at all stages.
- Provide candidates with thorough interview preparation and deliver detailed feedback promptly.
- Positively and accurately represent the Client's business at all times, based on the information provided in the role brief.



Client Commitments

Process Commitment

The client will:

- Ensure all relevant stakeholders are aligned on the role requirements before recruitment begins.
- Provide CV feedback within 2 working days of receipt and confirm interview availability.
- Review and discuss any queries regarding salary expectations, notice periods, right to work, or working patterns before shortlisting candidates for interview.
- Provide timely interview feedback, or clear transparency if unavoidable delays occur.
- Maintain clarity on the internal offer approval process.
- Communicate promptly regarding any changes to requirements or unavoidable delays.



Recruitment Process Timelines

Stage	Responsibility	Target Timeline
CV Submission	Agency	Within 5 working days (unless agreed otherwise)
CV Feedback	Client	Within 48 hours
Interview Scheduling	Both	Within 3 working days of CV feedback
Interview Feedback	Client	Within 24 hours
Offer Decision	Client	Within 48 hours (unless agreed otherwise)

Governance & Standards

Both parties agree to conduct this partnership in accordance with:

- The **REC Code of Professional Practice** (promoting integrity, transparency, and professional standards in recruitment).
- **Allen Associates' Model of Excellence** (commitment to best practice, integrity, confidentiality, clear communication, and quality-focused delivery).

We look forward to a successful and mutually beneficial partnership built on trust, transparency, and excellence.

Contact Us

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