

# Candidate 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 presenting your skills and experience on your behalf.**

**Always consider the following points:**

- Is the consultancy a REC IT & Communications Sector Group Member?
- Are its staff knowledgeable about your own skills and experience?
- 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 confidence.
- Members will provide you with full details of their client's requirements and commit to gaining your permission before sending your CV to anyone.
- In the case of contract recruitment, members are committed to paying you any remuneration or fees as and when due and without delay, and will readily disclose to both client 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 portfolios of clients with suitable vacancies, many of which are never advertised.
- Many Clients operate strict Preferred Supplier Agreements for which REC membership is often a pre-requisite. Non-member firms may not, therefore, be able to offer you the quality and quantity of opportunities.
- Members can advise you on the format and presentation of your CV.
- Members are kept informed of UK and EU legislation, through REC's own in-house legal team, so they are more aware of employer and employee rights and any topical issues which you may face.
- Members services are free of charge to candidates.
- 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.



REC IT & Communications  
Sector Group  
36-38 Mortimer Street  
London W1W 7RG  
t 020 7462 3260  
f 020 7255 2878  
e [it@rec.uk.com](mailto:it@rec.uk.com)  
[www.rec.uk.com](http://www.rec.uk.com)



INVESTOR IN PEOPLE

