

## **Notice to Recruiters in regards to working with Uni Baggage**

**We do not have the time or resources for unnecessary calls from recruitment agencies, if you have amazing people for our jobs please follow these rules and we would be happy to work with you.**

### **The Rules**

1. Please Do Not Call Us (or email) without prior arrangement. Ever. We'll call you. We're really not fussed who you know, how long you've worked with them, or what cool brands you've helped recruit entire teams for. We **will not** work with anyone who ignores this instruction.
2. The only way for your candidates to apply is via our Jobs page. If you have a candidate you think is the perfect fit for a role we're advertising, please submit their details as the candidate would, submitting your own contact details instead of the candidate's. We absolutely need the candidate's name too, so we can determine if they've applied to us before. Where you've multiple candidates, please submit them one at a time.

### **Our Promises to You**

1. We respect candidate confidentiality. If we are interested in your candidate, we will be in touch with you. If we are not, we won't be.
2. We pay market rate salaries.
3. We will never sign any Terms & Conditions. This document should be treated as our contract. Regardless of whether you attach your own terms to your email, in sending us applicants you are tacitly accepting our terms. It is simply not practical for us to review every recruiter's terms.
4. We never work on an exclusive or a retained basis.
5. We do not discriminate against candidates on any basis, including whether they have come to us from a recruiter.

### **Our Terms**

We pay 10% of year 1 basic salary (no consideration is given to Bonus/Commission etc). We will pay within 30 days of invoice, which is not to be issued before the contract is signed. If you introduce us to a candidate who we do not hire for the role you submitted them for but who we hire for a different role within 6 months as a result of your introduction, or for the same role after 6 months, then we will pay 50% of the rate expected for the original hire. If your candidate leaves within 3 months of their commencement of employment there will be a full refund of any payments made by us to you.

If you can't/won't adhere to any of the above then please don't submit candidates.

### **Acknowledgements**

Credit to shutl.com for this approach.