

Professional Courtesy and Expectations

1. We only submit a candidate's resume and complete submission to our clients on positions that we agree to partner on based on your career objectives and our client's skill needs. **It's a partnership!**
2. At SSI, we aren't resume pushers. Our goal is to partner with two to four candidates that our clients will want to talk to; not send 15-20 and hope something sticks. We will be very transparent with you, and we won't waste your time by calling you with a position that doesn't match your career objectives or submitting you for one where you have little chance based on experience and required skills.
3. It is a partnership, and we are working on your behalf for free unless we help you obtain the position you want. We need you to be dependable and follow through on your commitments. Sometimes things happen that can't be helped; just communicate. If a candidate doesn't follow through with a commitment or communicate why, then we will pull them out of the process for that opportunity after the second occurrence. No hard feelings, but we simply don't want to waste anyone's time. Keeping us informed helps SSI make sure you don't burn any bridges; we don't end up with egg on our face and helps us negotiate you the best offer once we get to that stage. It also determines if we can be great partners again in the future.
4. We respectfully request that you contact us immediately after each interview or schedule time that same day to debrief after your interview. We need to know how it went from your perspective and be able to communicate back to HR/HM within 24 hours.
5. Our goal is to respond to any questions within 24 hours. The same day we get information from our client, we will share it with you. We like to communicate at least weekly throughout the process to let you know what is going on, even if we don't have an update.
6. Most of our agreements with our clients do not allow us to partner with any candidate that has applied or interviewed for any position regardless of location or division within the past six-12 months. Once you have decided to let SSI submit your candidacy, **DO NOT** apply directly to the company for **ANY** other position. Doing so will invalidate SSI's ability to represent you and is typically not viewed well by the clients. You also don't want to apply to multiple positions with a client as it is not viewed positively.
7. **Offer stage:** When an offer has been made, we respectfully request that you communicate with us throughout the process regarding any other offers you may have received or be waiting on. In this partnership, timely communication is important for the process to work for both client and candidate. At the offer stage, we will need to get on a video call to discuss the offer and determine how you want SSI to respond.



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