TEAM TOOL BOX

TEAM

THE ETIQUETTE OF WORKING ON TEAM XCHANGE

Treat the TEAM Member as you would treat a client

Introduction

- Contact the Member you wish to work with and introduce yourself and your business.
- Give an overview of your experience, geographical coverage and why they would want to work with you.
- Explain why they should allow you to work on their role and why your experience, skills and specialism would help.
- TEAM suggests you either pick up the phone or offer to arrange a call with the Member. TEAM is all about relationships, split fees and activity will be built on that relationship.

Recruitment Activity

- What is the relationship with the client like and is the vacancy exclusive?
- Agree the terms of the split in advance. Will it be a percentage of the final invoice value, or a fixed cost? Are there any unusual payment terms or guarantees with the client?
- Ask how the Member likes to work, e.g. send over CVs ad hoc, include a cover letter or even arrange a call to discuss candidates, interview candidate directly, etc.
- Searching – understand the activity already covered, offer to search a specific job board and your own database. What is your USP, how can you increase the chance of filling a role?

Dos and Don'ts

- Never approach the Client without the Member's permission.
- Never share the details of the Client with a Candidate without the Member's permission.
- Never advertise the other Member's role without their permission.

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