



## **SLA 2009 Quick Reference Guide**

### **Recruiting Code of Ethics**

It is expected that Recruiters and clients will ensure that opportunities, for and in connection with any employment, will be equal for all people irrespective of age, disability, gender, race, religion, sexual orientation or any other distinction, other than for the genuine requirements of an occupation. Recruitment and selection will always be based on genuine qualification criteria for the employment concerned. Selection criteria must be realistic, so as not to unreasonably exclude applicants who would otherwise satisfy the main requirements of a position.

YELLOW DOG Recruiting will continue to seek and utilize innovative strategies in an effort to aggressively identify top talent for the businesses we serve.

### **Service Commitment**

The following is a service commitment that details the response time and clarifies expectations for the recruitment service that is provided.

Respond to client after an assignment has been established – within one business day

Recruiters utilize inclusive recruitment strategies to offer our clients a diverse mix of candidates so that they may hire the best person for the job

Talent Management/Relationship System – YELLOW DOG Recruiting maintains the consistency, integrity and confidentiality of data collected. Candidate communication is managed in a timely manner.

Presentation of candidates to client – only those candidates that meet the job qualifications will be presented to the client and will be done so in a timely manner.

Candidate feedback from client – YELLOW DOG Recruiting will contact the client if 72 hours have elapsed from the date the candidate was presented if the feedback has not been received.

Scheduling of Interviews – YELLOW DOG Recruiting will schedule interviews on behalf of the client (as directed)

Position Filled – YELLOW DOG Recruiting shall endeavor to help you fill your leadership positions within four to six weeks.

Communication – YELLOW DOG Recruiting will conduct weekly meetings with our clients. We will maintain open communication lines to ensure appropriate levels of support.

Insurance – Our candidates are guaranteed by our replacement warranty, based upon individual client contract terms at no additional cost. The fees for our services are negotiated on a contract basis.

## Recruitment Process

YELLOW DOG Recruiting is easy to do business with. We maintain regular communication and we are always accessible. So, when it's time to find your next top dog, simply reach out to us. Just call, email or even text if that works for you!

Of course, we'll discuss the basic qualifications to understand your requirements. But, we'll also delve deeper to ensure we bring you the right candidate.

We work with you to understand your company's unique culture and work to devise a strategy to target your best fit candidate.

Once a recruitment campaign has been established, we source and identify candidates through an extensive relationship driven network of professionals in your industry, in addition to using state of the art recruitment channels.

You can expect regular updates of our progress so you are never left wondering what we're up to. You will only see a select few, qualified candidates, not an abundance of paper.

When candidates are identified, we conduct thorough competency, situational, and behavioral based interviews. We focus upon key skills that indicate a likelihood of success.

If the individual meets our standards, YELLOW DOG Recruiting will present that person with our "**Paw of Approval**." This certifies a candidate and assures our client of the individual's potential for success.



We will facilitate interviews between you and our candidate, and we will act as an intermediary throughout the process to ensure clear and accurate communication.

When you are ready to check references or to extend an offer, we'll be glad to assist in any way. YELLOW DOG Recruiting is always there when you need a helping hand.

[yellowdogrecruiting.com](http://yellowdogrecruiting.com)

Yellowdogrecruiting.com is a valuable resource for candidates and clients alike. This tool is constantly being enhanced, and is quickly becoming a key reference point for industry news, interview tips and trend information.

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