

CANDIDATE CHARTER

What professional standards can you, as a candidate, expect when you use Artemis Financial Recruitment?

Competence

Our purpose is to help you achieve your career goals by taking the time to understand exactly what you are looking for and then finding you the best job available in the market.

Expert industry knowledge

Our industry specific approach and established network of contacts ensures that we have an in depth knowledge of the companies and people operating in the London insurance market. With Artemis you have a dedicated consultant with detailed knowledge of your industry working proactively on your behalf.

Detailed information

In order to make the right decision, you need to know as much as possible about a position and the client organisation. Once you have been identified as a potential candidate, and have expressed an interest in a role, your consultant will always give you as complete and accurate information as he or she can about the company and the position.

Discretion

To safeguard your confidentiality, your consultant will:

- Always obtain your authorisation before submitting your CV to a client organisation.
- Advise clients about confidentiality and the need for the utmost discretion.
- Not contact references provided by you without your express permission.

Communication

The completion of any particular vacancy varies and can take a few days to a few months, with many steps between initial contact and the ultimate hiring of a successful candidate. An Artemis consultant will keep you fully informed at each and every step of the process.

Respect for your current responsibilities

When scheduling appointments and interviews, your consultant will demonstrate respect for your time, your position and your responsibilities to your employer.

For your convenience we are happy to schedule calls outside of office hours, including weekends, and to save you time we will always arrange to meet at a time and place that is convenient for you.

Honest feedback

Based on his or her understanding of the position and the client's needs, your consultant will give you an honest appraisal of where you fit an opportunity and where you do not. Artemis consultants always give candidates as complete and detailed interview feedback as possible.

Ensuring you get a good deal

Your consultant will act as an intermediary in the negotiation of your salary and package. The consultant's role is to act on your behalf to facilitate open and effective communication between candidate and client and ensure that you receive the best deal possible.