

CLIENT CHARTER

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

Competence

Our purpose is to assist your organisation in identifying well qualified and motivated candidates, and presenting a shortlist of those best suited through comprehensive processes.

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.

Thorough research

While we always apply our existing knowledge of the insurance industry and of the people working in it, we will in each and every case undertake thorough research to ensure we deliver the highest calibre and suitability of candidates the market has to offer.

Candidates who fit the position requirements and your organisation

Your consultant will present you with a range of qualified potential candidates, whom he or she has thoroughly assessed and interviewed. An Artemis consultant will be able to discuss each candidate's:

- Experience level and significant achievements.
- Education and background.
- Intellectual, interpersonal and motivation characteristics.
- Strengths and weaknesses with respect to the position to be filled.
- Cultural fit with your organisation.
- Interest in the position.
- Salary expectations.

Thorough reference checking

Once you have met and expressed interest in a candidate we always, to the extent permitted by legislation and respect for a candidate's privacy, take references and verify qualifications.

We also check passports and visas of candidates to ensure that all workers supplied or introduced are eligible to work in the UK.

Follow up

Following the acceptance of an offer your consultant will continue to maintain contact with you and the candidate to ensure a smooth transition into the role.

Clear terms

Our terms of business clearly state:

- Our fee for the assignment.
- Our strict referencing procedures.
- Our commitment to professional standards of conduct.
- Our obligations should the new recruit leave your company within an agreed period of time.