

Candidate Code of Conduct

At TEEMA, we want our candidates, consultants and hiring companies (our clients) to have a positive user experience. Our goal is to create and maintain positive working relationships with the talented individuals and the great organizations we represent. We also have the expectation that each candidate we work with, will adhere to the highest standards of integrity and professionalism and therefore, adhere to TEEMA's Candidate Code of Conduct.

Candidate Responsibilities at TEEMA

Honesty

You will not misrepresent your work history, experience, academic credentials or withhold any information that may be relevant to a role we are working with you on. We expect that you will communicate with us immediately if something changes (i.e work situation, interest level, personal, etc) that will impact your commitment to see through the entire recruitment process with TEEMA. We will understand if your situation changes, and respect your honest communication with us.

Be Informed

You need to be an active participant in your search. Learn as much as you can about the company and the opportunity to which you are applying. Ask questions. Discuss the opportunity with your family, spouse, or partner. Ensure the position and organization are aligned with what is important to you.

Candidate Responsibilities at TEEMA

Double Representation

If you've directly applied to roles on your own, keep track of such opportunities and organizations. If you're working with other recruiting agencies know where your resume is going to avoid double representation. You will most often be turned away from a client if you give more than one recruiting agency the right to represent you on the same role at the same client.

Realistic Expectations

You understand that the search for a new permanent opportunity or contract engagement takes time. You will be one of several qualified candidates. Once we receive your information, we will be in touch if we have a role that fits your skill set, experience and other parameters the client is looking for.

Follow-up Actions

TEEMA will act on your behalf with our client. We are your agent. As such, it is expected that you will only communicate with your TEEMA recruiter and never reach out directly to TEEMA's end client. We are your point of contact to the client. Many clients will automatically disqualify a candidate from consideration if the candidate reaches out directly to them for feedback or updates.

It is our commitment to keep you as informed as possible throughout the recruitment process. Please reach out to your TEEMA representative for updates and/or feedback.