

MODERN ETIQUETTE FOR SUCCESSFUL COLLABORATION ON TEAM XCHANGE

Building Stronger Connections: Treat Every TEAM Member Like a Valued Partner A Relationship-First Approach

- **Make a Genuine Connection:** Before diving into a role, reach out to the Member you're interested in collaborating with. Introduce yourself, your agency, and the unique strengths you bring. Think of this as networking — establishing a connection that could lead to multiple opportunities.
- **Share Your Story and Specialism:** Briefly outline your experience, geographical reach, and area of expertise. Let them know how your knowledge and insights can add value to their project.
- **Present a Win-Win Proposition:** Explain why you're an ideal choice to assist with their role, focusing on your relevant skills, experience, and any niche specialisation. TEAM Members succeed through collaboration, so highlight how your strengths complement theirs.
- **Prioritise Real-Time Interaction:** When possible, set up a call or virtual meeting instead of relying solely on email. Relationships, and by extension split fees, thrive on open communication and genuine engagement. TEAM encourages Members to get to know each other to build long-term, fruitful partnerships.

Enhancing Recruitment Collaboration

- **Set Expectations Early:** Discuss the nature of the client relationship—whether it's exclusive, the level of urgency, and any specific candidate criteria.
- **Agree on Transparent Terms:** Confirm the split structure up front. This could be a percentage of the final invoice or a fixed fee. Outline any unique payment terms or client guarantees clearly, please get this agreement in writing.
- **Adapt to Their Workflow:** Ask about their preferred processes: Do they prefer receiving CVs individually or in batches? Should CVs include cover letters? Will you interview candidates directly or present options for them to review first? Understanding and adapting to their workflow ensures smooth, effective collaboration.
- **Leverage Your Strengths:** Be clear on what you bring to the search. Consider focusing on an untapped job board, your own talent pool, or a unique sourcing technique that adds value. Every Member has a unique approach, so bring yours forward.

Working Within TEAM's Code of Cooperation

As outlined in the **TEAM Code of Cooperation built into the TEAM Constitution**, working with another Member means following clear, professional standards. Be transparent about the job, confirm all agreements in writing, and honour your financial commitments promptly. TEAM encourages Members to resolve any issues professionally and, if needed, to use TEAM's dispute procedures for guidance.

Dos and Don'ts for a Productive Partnership

- **Respect Boundaries:** Only contact the client directly with express permission from the job owner Member.
- **Maintain Confidentiality:** Do not share any client details with candidates unless you have clear permission.

TEAM TOOL BOX

- **Adhere to Advert Guidelines:** Never advertise another Member's role without their consent, as this could lead to reputational risks and operational challenges.

Remember: Every TEAM Member is a partner in the TEAM network, working together toward mutual success. Respect, transparency, and collaboration are the foundation for a powerful, modern recruitment partnership. Following the Code of Cooperation strengthens trust, establishes professionalism, and sets the path for future opportunities.