

TEAM Xchange: Top 10 Do's and Don'ts

If you are a job owner...

1. DO post jobs early. DON'T wait until they're nearly dead.

This gives other Members a genuine opportunity to help. Posting a role after you've exhausted every avenue waste everyone's time.

2. DO post the jobs you're struggling to fill. DON'T let them die in your CRM.

You don't have to fill every vacancy yourself. Another TEAM Member may already know the candidate you need.

3. DO provide a proper brief. DON'T just give the job title and salary.

Explain the client, opportunity, requirements, location, process and what a great candidate actually looks like.

If you are a job resourcer...

4. DO explain why you can help when clicking 'I'm interested'. DON'T just click it on any job.

Tell the job owner what you know, who you can access or why the vacancy fits your market – give detail and context and only work on roles that you can

5. DO be selective with candidates. DON'T throw CVs at the job.

Quality beats quantity. If the candidate doesn't genuinely match the brief, don't submit them.

If you are both a job owner and job resourcer...

6. DO treat Xchange as a revenue channel. DON'T treat it as a last resort.

In one recent five-day snapshot, 25 jobs posted onto Xchange represented £169,353 in potential fees and £84,676.50 in potential 50% split fees for resourcing Members.

7. DO keep your Xchange profile up to date. DON'T expect the matching to work without good information.

Your chosen sectors, experience, geography, skills and profile information help Xchange 2.0 match your dashboard to the right people and opportunities.

8. DO communicate with your Xchange partner. DON'T disappear.

Respond to messages, give feedback on candidates and update your partner when something changes.

9. DO protect each other's relationships. DON'T go around another Member.

The job owner owns the client relationship. Collaboration only works when Members trust each other.

10. DO explore TEAM Xchange Funding. DON'T assume you have to wait months to get paid.

For qualifying placements, TEAM Xchange Funding powered by Simplicity offers up to 100% funding, dedicated credit control and bad debt protection. Simplicity has funded 36,000+ permanent placement invoices.