



TEAM Xchange Etiquette - The Good Collaboration Guide

Good collaboration is built on clear communication, agreed expectations, transparency and respect for each other's client and candidate relationships.

Three Golden Rules

- Never contact the client directly without the Job Owner's permission.
- Never advertise another Member's vacancy without agreement.
- Never share confidential client information without permission.

Before You Start

- **Communicate** - introduce yourself and have a direct conversation with the other agency
- **Agree the terms** - confirm the fee split, payment terms and any guarantees in writing or by using the TEAM Constitution and Code of Co Operation, Page 10. (Found on Xchange, under Guides).
- **Agree how you will work together** - be clear on CV submission, candidate contact, feedback and communication.
- **Keep each other updated** - if anything changes, tell your partner.

If you are the Job Owner

1. Set **expectations from the start** - agree how you will work together, what you expect from the resourcing partner and how you will communicate.
2. **Explain your client relationship** - let your resourcing partner know whether this is a new, established or a long-standing relationship.
3. **Limit the amount of resourcing partners where possible** - giving one Member clear ownership can encourage greater commitment and avoid duplicated effort. Always confirm whether they are working exclusively with you.
4. **Consider Simplicity funding** - adding funding via Simplicity costs the Job Owner nothing and guarantees payment to both parties on the candidate's start date. A funded role may also attract more interest from resourcing partners. To learn more, hover over the funding option when posting a role, check the FAQs, or reach out to team@theteamnetwork.co.uk for more information.



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If you are the Resourcing Partner

1. **Only pitch for roles you can genuinely support** - roles and sectors where you have real experience, candidate knowledge and market credibility.
2. **Explain why you are the right partner** - be clear to the agency that owns the job about your experience, candidate network and how you can add value to the search.
3. **Speak to the Job Owner** - if you do not already know them, have a meaningful conversation before starting work. If you 'Express Interest' via the button on Xchange, ensure you follow up directly.
4. **Ask about exclusivity** - confirm whether the role is exclusive with the client and whether you are the exclusive resourcing partner.
5. **Understand what has already been submitted** - if the Job Owner is also sourcing, ask them to share existing submissions if appropriate. This helps you understand the quality and avoids contacting candidates already in process.
6. **Ask about Simplicity funding** - if you are comfortable accepting the 5% deduction from your share of the fee, ask whether the role can be funded. Your fee is then guaranteed and paid on the candidate's start date.

Remember

- TEAM Xchange is built on trust, transparency and collaboration.
- Treat the other Member as you would a client and a valued recruitment partner.
- Agree how you will work together, honour your commitments and communicate quickly if there is a problem.
- Good collaboration on one role can lead to many more shared placements in the future.

If you have any concerns or queries, please raise them directly to Head Office at team@theteamnetwork.co.uk