



Internal Hiring Policy

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Internal Hiring

1. No Rec2Rec is to be used for any of the following roles: finance teams, trainee consultants, resourcer, administrators, compliance officers or any other sale support roles, regardless of how long the vacancy has been active. If you are hiring for any of these roles the vacancy **must** be given to Gary O'Connor and his team of Internal Recruiters. This team will have 4 week's exclusivity on this role and if he has not sent you any CV's after 4 weeks you are able to then source for the role yourself. No Rec2Rec fees will be payable for these roles though to be clear.
2. If you are hiring for a senior consultant this role also needs to go straight to the Internal Recruitment team, they will again have 4 weeks exclusivity on this role. Only if you have not received any CV's after 4 weeks can you then look to source this role elsewhere. Previously a hiring manager went to a Rec2Rec before the Internal Team and the same applicant applied for the same role via the Rec2Rec and with Internal Team. Subsequently the candidate was offered the job but as the Rec2Rec had sent the CV before the Internal Team received the application, we can't hire the person. A lot of these Rec2Recs will be posting jobs to the same platforms that Internal Team has access to!!
3. Referral Scheme - Please note that to qualify for the referral scheme a staff member must send the referral to the Internal Team first. This is before anybody sends it to their hiring manager. Failure to do so will result in the staff member **NOT** being eligible for the referral scheme. There will be no allowances made. The purpose of doing this is that the referral may be appropriate for another team/division, rather than the staff member is working in. There will be a bigger chance of the person being referred getting a job and the staff member getting that referral fee!

A reminder of the scheme;

Non Sales Referral / Non Billing Sales Staff (eg Resourcer) (One Off Fee) Referral:

£500 after 6 weeks employment

Trainee Consultant / Account Manager Referral:

£500 after 6 weeks employment.

£1,000 when they bill £10,000 for the first time (pro – rata for 5 week months)

Senior Consultants Referral:

£1,000 after 6 weeks employment.

£2,000 will be given to you when they bill £10,000 for the first time (pro–rata for 5 week months)