



## Peak Performance Recruitment Candidate Charter

Peak Performance Recruitment specialise in executive recruitment and search for the Aircraft Leasing and Finance Industry. We have a proven track record of placing senior executives into some of the world's leading Aviation Finance Companies. Our success to date has been due to the high quality relationships we develop with our candidates. Our role as an intermediary between you our candidates and our clients is to match suitable people to open opportunities. This Charter represents Peak Performance Recruitment's commitment to our candidates. The purpose is to explain the recruitment process and outline the service we provide, which to you, our candidates is free of charge.

### The Process

#### How to Apply

- Submit your up to date CV, preferably in Word format by email. Include any relevant cover letters and additional information.
- If it is determined that your experience suitably matches any current and/or potential requirements, a consultant will contact you by phone. We will explore your experience to date, aspirations and motivations in order to gain as much insight as possible to your needs as an individual and as an employee.
- Upon receiving your information, it will be added to our database to ensure we can match all available opportunities to your skill set. This information is only accessible to Peak Performance staff.
- Please note that we will only disclose client information on current opportunities upon receiving an up to date CV.
- On average the recruitment process lasts for 3 to 4 months from application to offer, but may take considerably longer.

#### Being Put Forward for a Role

- If a job description is available, it will be forwarded for your review. If the client has not provided a job description, we will discuss the parameters of the role and provide you with in-depth information on the client.
- At this stage we will discuss salary expectations and the duties of the role to ensure that you are fully aware of the requirements, prior to making a decision as to whether you want to be considered.
- Having fully discussed the role, with your permission an application will be forwarded by Peak Performance to our client.
- Please note that, at all-times, Peak Performance Recruitment will be the primary point of contact with the client.
- We will keep you informed if you have or have not been selected for interview and provide feedback on the selection process where it has been provided by the client.

#### Client Interview

- If you have been selected for interview, we will provide you with a thorough briefing in advance, to ensure you are fully prepared for the interview. This will contain:
  - Confirmation of interview date, time, venue and panel.

- Background information on the company you are interviewing with.
  - Interview tips including sample questions.
- Shortly after your client interview we will be in contact to discuss your feedback and provide the client's feedback.

### Offer Stage

- At offer stage, we will liaise directly with the client and facilitate the negotiation of the employment package. Occasionally the client wishes to contact the candidate directly and in this instance we remain available for consultation throughout the negotiation and ask that you keep us informed.
- We will, at all times, do our utmost to represent your interests within the boundaries of the position. We will guide you through the different process stages, including offer, acceptance and contract signing.

### Our Commitment to you:

- We will at all times represent you with the highest professional integrity.
- We will always handle your details in the strictest confidence, adhering to data protection regulations and never disclosing your information to any third party without your express and specific permission.
- We will be readily available to give advice and support throughout the recruitment process.
- We will provide honest, detailed and constructive advice and feedback where it has been provided by our clients.
- We aim to maximise your chances of securing a new opportunity.

### In return, we ask the following of you:

- Be honest, clear and upfront about your expectations and motivations.
- Provide us with current and accurate information when making an application. Highlight and explain any gaps in your employment history.
- If a position is not for you, tell us why and we will continue to present future opportunities based on your feedback.
- Disclose if you have already applied to a role or company under discussion, whether directly or through another recruitment agency.
- Be open about concurrent job opportunities and relationships with other recruitment agencies.
- If your situation changes, please keep us informed, so that we can continue to represent you in the most professional manner.
- If you need us or expected to hear from us, and didn't, we ask that you take the initiative and call.
- Prepare yourself fully when entering the recruitment process and attending interviews.
- Your feedback is important and we welcome it at all times.