



SYNTONY - SERVICE TO INDIVIDUALS

Syntony is a proactive recruitment consultancy focusing on the markets for Customer Interaction Technologies, Telecommunications, Networking and Datacommunications, Carriers & Network Operators. Our clients are Technology and Services vendors. We work with professionals in the disciplines of Sales, Channel Management, Pre Sales Support, Bid Management, Marketing, Project Management, Technical Support, Systems Engineering, Solutions Analysis & Design, Software Engineering and senior management of all these functions.

SYNTONY AND YOU – HOW WE LIKE TO WORK WITH PEOPLE.

There are a number of areas where we as a recruitment consultancy set ourselves apart from our competitors, in the way that we work with an individual to help them progress through a successful career. We believe that consultancy and candidate should both commit to certain aspects of a wholesome professional relationship:

HONESTY - On our part: In our briefings on client companies and their career opportunities, of the facts involved in the recruitment process and in the progress of your application. **On your part:** In providing accurate and full details of your career to date. In keeping us informed of events in your career and in other job search activities that you are involved with.

CO-OPERATION AND EFFECIENCY - On our part: In responding to communications from you, in keeping you informed of progress, in providing timely confirmation and details of client meetings and interviews. **On your part:** In clearly defining and sticking to the agreed work that we are doing together. In making sensible and realistic interview availability and in committing to the agreed schedules. Informing us of material changes to your circumstances.

EFFECTIVENESS - On our part: In providing a detailed verbal briefing and where possible written materials for the company, its career opportunities and future potential, along with other data such as Press Releases. Meeting the clients so that we are able to give you a reasonable judgement on the cultural and personality suitability for you. **On your part:** In taking some time to research the wider market that our clients operate in, the company itself, its products and reasons why their clients have bought their products. In being thoroughly well versed in the details of your own career history, such as the context of jobs, responsibilities, notable achievements and the reasons why you made life decisions. Enhance your effectiveness by being able to enunciate these as positive reasons for your employment.

COMMITMENT - On our part: So that when we agree a course of action with you e.g. to present your CV or discuss your background with a client, to send you briefing details on an opportunity, interview, or any other form of action.... we will do our very best to deliver. **On your part:** That when you give us your agreement to a course of action e.g. That Syntony will be the recruitment firm representing you to a client, attending a client interview, keeping us informed of progress, keeping us informed of issues which will affect our work on your behalf... you do your very best to deliver.