



## Candidate Services

### Getting in touch with arras

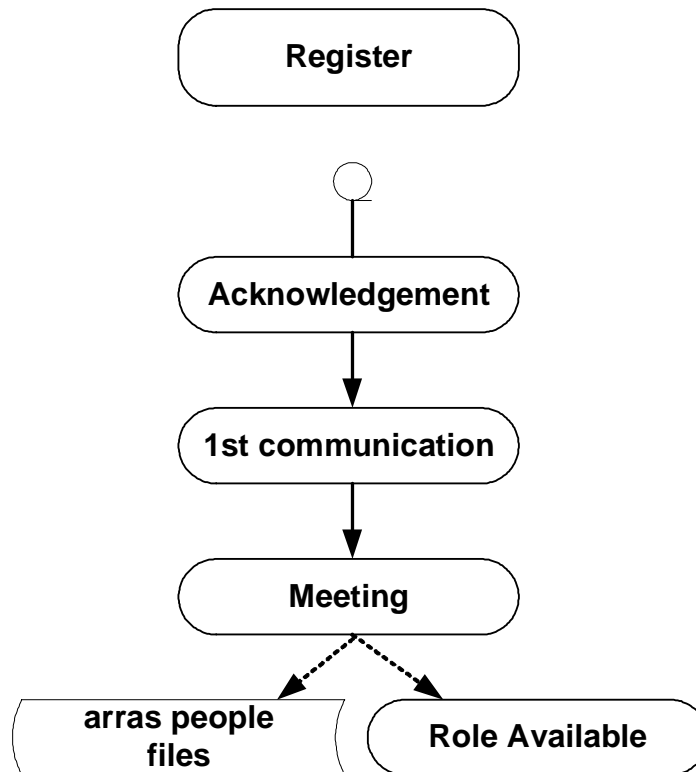
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You can get in touch with arras in three different ways:

- through registering
- through logging your c.v.
- through applying for a job vacancy

At arras we believe you should have complete control over your information (provided through your c.v. etc) and the arras process shows you the entire process you will take part in when contacting us - browse the information or contact us directly if you have a question or query.

## Registering with arras



### **acknowledgement**

at arras we like to respond to each candidate that registers with us. We will send receipt that we have received your information and provide further details about the 1st communication.

### **1st communication**

our 1st communication with you is just a brief contact, this is for both; arras to get to know a little bit more about you - your current job situation and what you're looking to do in the future whether that's immediate or in the long term. This is also an opportunity for you to ask us any questions.

### **meeting**

at arras we like to meet all our candidates - it gives us the opportunity to find out more about you, not just the information you've provided by c.v., because personality counts for a lot in the job market. This meeting also allows you to understand more about what we do, who we are and what our operating style is. The meeting attendance is solely at your discretion - if you don't have the time or this is not convenient for you this can be done by different means to suit you.

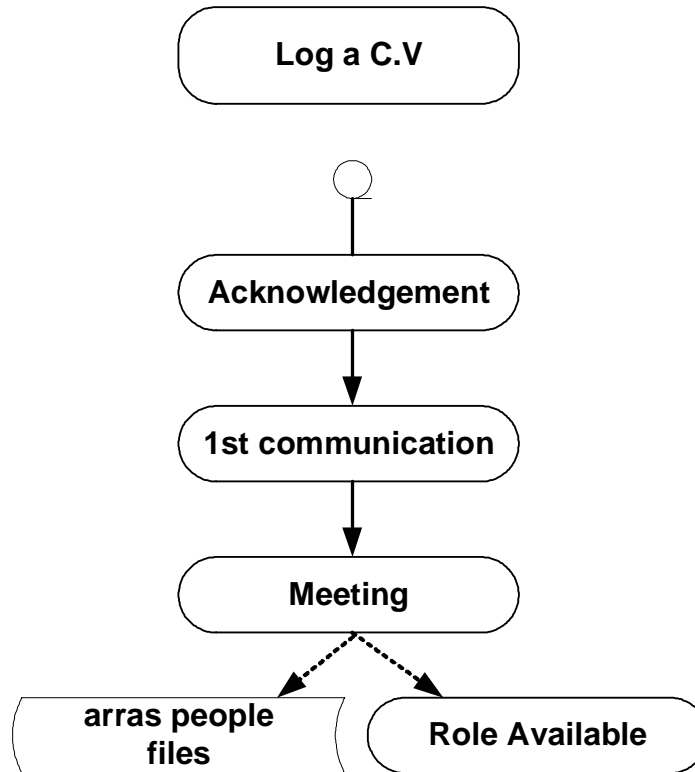
### **arras file**

if you like what you've seen from arras through the contact and communications you will have had with us, but there is no particular role at that moment in time that suits your requirements, you decide what happens next. You can either request that we keep all your details on file with us for when a suitable role becomes available or you can request that we take the relationship no further. You remain in control of your information.

### **role becomes available**

due to the communication and contact you will have already had with arras, when a role becomes available that matches your initial high level skills profile, we will contact you first, before the job is advertised, so you can have first refusal.

## Logging a c.v. with arras



### **acknowledgement**

at arras we like to respond to each candidate that registers with us. We will send receipt that we have received your information and provide further details about the 1st communication.

### **1st communication**

our 1st communication with you is just a brief contact, this is for both; arras to get to know a little bit more about you - your current job situation and what you're looking to do in the future whether that's immediate or in the long term. This is also an opportunity for you to ask us any questions.

### **meeting**

at arras we like to meet all our candidates - it gives us the opportunity to find out more about you, not just the information you've provided by c.v., because personality counts for a lot in the job market. This meeting also allows you to understand more about what we do, who we are and what our operating style is like. The meeting attendance is solely at your discretion - if you don't have the time or this is not convenient for you this can be done by different means to suit you.

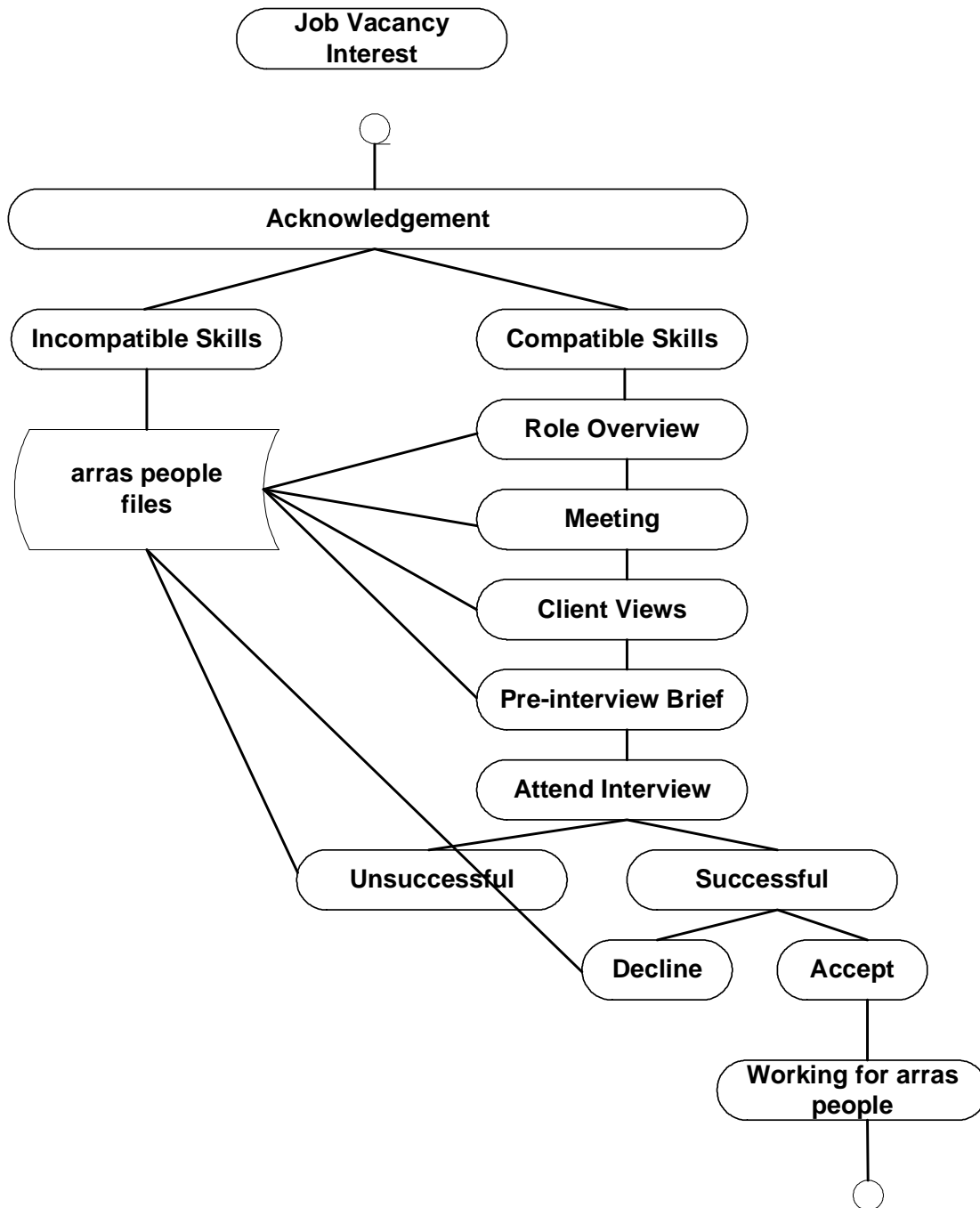
### **arras file**

if you like what you've seen from arras through the contact and communications you will have had with us, but there is no particular role at that moment in time that suits your requirements, you decide what happens next. You can either request that we keep all your details on file with us for when a suitable role becomes available or you can request that we take the relationship no further. You remain in control of your information.

### **role becomes available**

due to the communication and contact you will have already had with arras, when a role becomes available that matches your initial high level skills profile we will contact you first, before the job is advertised, so you can have first refusal. The process we will now follow is job vacancy interest

## Applying for a job vacancy advertised with arras people



### acknowledgement

at arras people we like to respond to each candidate that registers with us. We will send receipt that we have received your information and send you further information on what further steps we take together.

### incompatible skills

from the information you have provided to us we will be able to make a quick judgement on whether or not you are right for the role. This depends, of course, on the detailed information you have given us, but generally the incompatibility will be due to skills gap between your experience and the client's requirements. This information will be provided to you via our feedback email (or if you prefer telephone call) and you will be able to ask arras people any

questions. It is also at this point that you remain in control of your c.v. and any additional information you have provided to us by deciding if you would like arras people to keep your details on file for any future opportunities.

### **compatible skills**

from the information you have provided to us we will be able to make a quick judgement on your suitability for the role. This is done by what is often known as the 'traditional word match' approach and any other obvious signs like location etc. This is the first selection method that we use but we do not limit ourselves to this method, instead we like to carry out a comprehensive selection process that will allow you to display all sides to your talents (skills, experience, personality etc). This can be viewed in more detail in the meeting part of our process.

### **role overview**

arras people will contact you to let you know more details about the role. You can specify how and when you would prefer to be contacted so it's convenient for you. We will let you know as much detail about the role as we can, so you can make an informed decision about whether this role is for you and your career development. You can ask as many questions to arras people and we always try to find the answer for you. If you decide this role is not for you, let us know if you would like arras people to keep your details on file for any future opportunities. If this role sounds like just what you're looking for, we're ready to get to know each other a little better

### **meeting**

at arras people we like to meet all our candidates - it gives us the opportunity to find out more about you, not just the information you've provided by c.v., because personality counts for a lot in the job market. This meeting also allows you to understand a bit more about what we do, who we are and what our operating style is like. An actual face to face meeting is preferred but due to the often urgent need for resources and personal situations this may not always be possible.

the meeting allows arras people to carry out the second part of the selection method - where we are able to select people with exceptional skills, experience, knowledge and personality to work with arras people.

the second selection method is the structured interview. Carrying out an interview at this stage allows us to put to you some of the tough questions that may come up in a client interview. At arras people we like to think you benefit from every step in the process and the structured interview is no exception. Candidates especially find this stage useful if they have recently entered the job market after a long spell in one organisation or after returning from a career break. The structured interview will take us through all your relevant experience, talk about the skills you have attained, your working style and the kind of organisation that suits you best, and a whole host of other topics.

after the meeting, arras people will then check all the references you have provided.

as with each step of the process if you decide that a particular role is not for you this time, arras people will ask if you'd like us to keep your information on our records for any future opportunities.