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## Candidate Ethics, Plastics Recruiter, Bottles Caps Closures, Headhunter

There are actually a number of tenets to our Ethical Commitment to our Candidates:

All information which is shared to aid in the search assignment shall be treated confidentially. No action will be taken by LOOKSearches, LLC to compromise the candidate's present position. LOOKSearches, LLC will not release resumes or names without the candidate's full knowledge of the employer client we represent. We will not move forward in the process without the approval of the candidate.

LOOKSearches, LLC will use appropriate discretion when sharing information about the candidate with the employer client. The search consultant will honor the candidate's request that specific information not be disclosed to the employer client – providing that it is not a material fact that would potentially disqualify the candidate for the position.

The candidate will be told the nature of the relationship between LOOKSearches, LLC and the client company; how and when the search process will be conducted; and the role of the search consultant in the overall process.

LOOKSearches, LLC is authorized by the client company and may choose not to present any candidate based on a professional judgment that the individual is not qualified or appropriate for the particular position.

The candidate will be given specific and accurate information about the position and company prior to the initial interview. This includes job title; duties and responsibilities; company background; business conditions; reporting relationships; and location.

All offers are contingent upon successful completion of reference checks or special testing by the company. Reference checks will not be completed without the candidate's approval.

The candidate will be kept informed of candidacy status in a candid and timely fashion by the search professional. Each candidate will be promptly informed of the client company's selection decision.

In the event the candidate is not selected for the position, the file will be kept confidential by LOOKSearches, LLC and the client company.

The candidate will be required to sign an offer of employment (or an acceptance form), which describes the position and the terms of his/her acceptance.

The candidate will receive assistance from the search consultant during the resignation process from the current position.

The candidate will receive information and counsel regarding the potential of counter-offers.

The new hire will be contacted at a regular and systematic basis to ensure that the transition is proceeding smoothly.