



## **Candidate Commitment**

We know how important it is finding the right role in the right firm. We appreciate that taking the time to apply for a role with Smith Partnership is a big commitment.

If you choose to apply for a role with us, we wanted to outline our commitment to you and what you can expect from us during the recruitment process. Good luck with your application!

### **❖ Communication**

- All our job adverts provide information on the hiring department and contact details for them.
- [Recruitment@smithpartnership.co.uk](mailto:Recruitment@smithpartnership.co.uk) is our dedicated email for recruitment queries which will be responded to from Monday - Friday 9am – 5pm.
- We will acknowledge your application and aim to do so in 2 working days.
- We will reply to all other candidate enquiries within 4 working days.
- We will outline in our adverts when you should submit your application by and if possible, identify a likely timescale for the next stage of the process.

### **❖ Shortlisting & interviewing/assessment**

- We will let you know if you have been shortlisted for a role and provide as much information on the next stage as possible for you to accurately prepare. This will usually be sent via email.
- If you haven't been shortlisted for a role we will let you know.

### **❖ Joining us – Job offer & onboarding**

- If you have been successful in the interview /assessment process we will verbally offer you the role, as soon as possible once the process has been concluded. This will usually be over the phone from the recruiting manager.
- Once you have verbally accepted the role, we will aim to get your conditional offer letter and contract to you within 5 working days. This will be sent via email through DocuSign for you to review, sign and return to us.
- Once you have accepted your offer and contract, we will send you all the onboarding information for you to complete and return to enable us to set you up as a new starter.
- While this is ongoing, we will also complete your pre-employment checks – we will let you know what these are depending on the role requirements.
- During this part you will also be informed of where to report on your first day and receive information on what to expect working at Smith Partnership.