

Langleys Solicitors LLP – Recruitment Agency Protocol

Langleys expects all recruitment agencies to adhere to the following protocol. Applications made outside of the protocol will not be accepted.

Instruction

Agencies will be contacted directly by a member of the Langleys HR Team for assistance in recruiting for particular vacancies. Agencies will usually be notified by email or phone and the communication will include standard vacancy information.

Authorisation and Notification

Agencies

Where additional information is needed by the agency, they will contact HR in the first instance who may then facilitate discussion with the relevant Recruiting Manager.

Langleys

Langleys will formally notify agencies of vacancies with budgetary agreement however from time to time agencies may submit candidates on a speculative basis provided that this is with the prior consent of the HR Team.

Where a candidate is submitted on a speculative basis, the CV will be retained for a period of one calendar month following which it will be destroyed. Any further resubmission of the same candidate will be classed as a new introduction (whether for a specific vacancy or speculatively).

Submission of Candidates

Agencies

All candidate applications must be submitted directly to the HR Team. CVs not received by HR will not be considered as formal introductions to the firm. CVs must be submitted via Langleys' on-line recruitment portal in order to be considered as a formal introduction.

Once a candidate has been submitted for a particular vacancy, any further application by that candidate or by an agency on behalf of that candidate, which is for a different vacancy will be classed as a new introduction regardless of the agency's own terms and conditions.

Agencies must fully brief candidates regarding any roles and gain the candidate's consent prior to submission of a CV. Langleys expects that candidates will have been interviewed to assess suitability for any roles prior to submission of their CVs and that the agency will have ascertained the candidate's legal right to work in the UK.

Langleys

Where Langleys receives a direct application from a candidate, they will consider this in preference to any submission of the same candidate subsequently made by an agency for the same vacancy.

When Langleys receives the CV of the same candidate from more than one agency, they will accept the CV via the agency that sent the CV first, provided that they sent it with the candidate's permission and that they submitted the details in accordance with this protocol. This will be the case unless the candidate expresses in writing that they wish for the latter agency to represent them.

In the event of a continuing dispute, Langleys will expect the agencies concerned to resolve the issue between themselves.

Communication

Agencies

Agencies are required to channel all communications relating to vacancies at Langleys and prospective candidates directly through the HR team.

Langleys requests that agencies only send information in relation to advertised vacancies. Langleys asks that agencies do not 'cold call' Langleys or send generic emails that do not contain a reference for a specific vacancy (unless otherwise previously agreed (please see Authorisation & Notification)).

Langleys

Langleys will provide feedback as part of the selection process.

Equal Opportunities and Data Protection

Agencies

Agencies will commit to complying with the provisions of the act in their handling of candidate details on behalf of Langleys.

Langleys

Langleys may store and process candidate details supplied by Recruitment Agencies in accordance with Data Protection Legislation. Langleys will treat introductions in strict confidence and will not pass information to third parties without the permission of the agency or the candidate.

Fee Arrangements

Agencies

Agencies must provide written confirmation of their terms and conditions including fees to Langleys prior to the submission of any suitable candidates. They will notify Langleys in writing of any changes to their terms of business giving a minimum of four weeks notice. Any live vacancies will be subject to the existing terms and conditions.

Any vacancies that arise after the notification of the change will be subject to the changed terms and conditions unless they are successfully recruited within the four week notice period.

Invoices should be sent to the HR Team.

Pre Employment Checks

Langleys will seek candidate references unless otherwise agreed.

Conflict

In the event of any conflict between Langleys and any agency terms, the terms of this protocol will prevail.