

JOB SEEKERS

Know your Rights



Respect & Confidentiality

APSO members are required to treat all candidates with respect and keep their information confidential.

Professionalism

You are entitled to be interviewed by a recruiter who is senior enough to understand the assignment, can take notes and present you to a client in a professional manner.

Efficiency

APSO members are responsible to gather accurate and appropriate information about their candidates. They are required to undertake investigation to verify documents, employment history and references should any doubt exist.

No Fees!

It is illegal to be asked to pay to register with an agency. You should never be expected to pay an agency to handle any part of the recruitment process – registration, administration or placement.

If it sounds too good to be true, it probably is!

No agency can guarantee you a job, so beware of those agencies who advertise themselves as such; especially if they ask you for money. All an agency can do is consider you for a potential vacancy and promote you to the client and hopefully secure an interview during which you can sell yourself.

Permission for Submission

It is not acceptable for an agency to forward your CV or personal details without your permission. They are obligated to advise you of all details such as client name, job title, salary range and location and get your express permission before representing you.

Communication

APSO members are expected to provide candidates with ongoing feedback during a search assignment. Remember to find out from the agency how they'd like you to keep in touch with them between active assignments.

Integrity Checks

Agencies will undertake various integrity checks including, criminal check, credit checks and qualification checks as part of their process. All checks should be done with your express permission and carried out in terms of applicable legislation.



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