



## Message for Recruiters

We are open to working with any recruiters providing you understand us and send us the best people. However, to make everyone's life easier please take note of the below – this is everything you need to know about working with us.

1. Cold-calling or emailing staff directly does not work for us as we are a small team which is growing fast and is very busy. Please first email [careers@edgefolio.com](mailto:careers@edgefolio.com) to introduce yourself and let us know which discipline / role you might be able to help us with. The HR/hiring manager will get back to you if they see a fit.
2. Generally, we are only looking for high caliber permanent staff, unless the advert specifically mentions contractors, part time or freelance. We will not need any help with recruiting for Junior roles or Intern positions.
3. Please only submit candidates via the instructions in the job spec on our website. If you have a candidate that you believe to be appropriate for one of the roles we are advertising, please submit as a candidate would, except note that you are a recruiter, the name of your agency and use your email/phone number instead of the candidate's.
4. We need candidates' names to determine if they have already applied for a role. All candidate profiles submitted must also include the following: current role title, salary expectations, notice, visa status, key skills, along with a CV and portfolio if applicable.

## Our Promise to You

1. We will always respect the confidentiality of your candidates. In the event we are interested in your candidate, we will get in touch with you. If you do not hear from us, please assume we are not interested in their profile at this time.
2. We do not sign recruiter terms and conditions. The below terms shall form the basis of any new engagement with a recruiter. Regardless of whether you attach your own terms to your email, by sending us applicants you are accepting our terms. It is simply not practical for us to review every recruiter's terms.
3. At this stage, we do not work on an exclusive or a retained basis.

## Recruiter Terms of Engagement

1. We pay 15% of year 1 base salary (no consideration is given to potential bonus / commission / options etc.) or 12.5% if you are placing more than one candidate with us for the same job spec within 3 months. We will pay invoices within 30 days of issue, no invoices should be issued before the first day of a candidate joining.

2. If your candidate gives notice or is dismissed within 90 days of their employment commencing with us, you will rebate us fees on the following scale:

Time from start date	Rebate of Fees
30 days or less	100%
31 - 60 days	66%
61 - 90 days	33%

3. In the event we hire a candidate for a fixed term/contract of less than 12 months, the fee will be based upon the pro-rated basic salary for the relevant period. If the period is subsequently extended we will pay additional pro-rated fees, save that the total fees paid in respect of a candidate shall not exceed the fees payable in accordance with paragraph 1 above.

4. Unless otherwise agreed in writing, we shall be responsible for verifying the skills, qualifications, experience, references and right to work of a candidate prior to them commencing work.

5. These Terms are governed by the law of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales.

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**It may sound from above that we are difficult to work with, we are not! Our recruitment goal is to build the absolute best team possible. We also like to work efficiently, saving you and us time. We look forward to working with you!**