

### **Policy on presenting candidates**

TOP Hoteliers primarily works with potential candidates who send in their resume at own initiative. The incoming resumes are screened at intake, by a consultant, and only enter our database if sufficient potential exists and if sufficient details are clear at first screening. This avoids that the candidates we present to our clients are resumes we have only seen for the first time ourselves.

All candidates who we represent have voluntarily sent in their resume to TOP Hoteliers to be alerted about opportunities. We do not copy & paste a resume from professional social networks like LinkedIn, 61HR etc. We do not solicit potential candidates by cold-calling, and never contact (potential) candidates on their company e-mail.

We only present a candidate to a client after he/ she **has been contacted** by us with a certain job opportunity, and who **expresses interest** in this opportunity and wishes to be presented by us to our client. Before presenting a candidate we make sure we have received the latest and updated details on their career history and personal detail. We **never** send a candidate's resume to a client without informing the candidate.

Our policy is **not** to inform our candidate which exact client the recruiting is for, i.e. by directly naming the property / brand / client name. We rather give a fitting description of the opportunity, with general information on location, type of employer, salary range and the requirements. This is to make sure the candidate is interested in the opportunity based on the client description and job profile & job description without disclosing the client name. This is to avoid that the candidate is rather going/ not going for the brand name, may contact the employer direct, and / or may know friends and former colleagues in the client's organization.

Prior to presenting we always **verify** candidate's details and ask **clarification** if we receive a resume that shows **anomalies** with a previous one we have received.

Our policy is **not** to present 1 candidate to **different clients** at the same time

Our **company format** is used to present a candidate's resume, in a standard order and sequence which is derived from the format the candidate sends to us, with added details that we require to be given.

TOP Hoteliers **cannot** be held responsible for providing misleading and/or incorrect information, as we **rely** on the good faith and integrity of the candidate's information given to us. We do however over time learn more about the candidate's background, career progress and further insights on the candidate's ability.

We will **not** present a candidate to a client who is **not willing to clarify** anomalies or to send a proper update. We maintain a well-administered candidate database. Any anomalies from the past will be recorded and may lead to exclusion from being contacted / represented by TOP Hoteliers.

**“A trusted name in Asian Hospitality – The first agency in China, since 2004”**

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