

RECRUITER CODE

Before you lies the Recruiter Code.
This code is a coherent whole of practical
guidelines and ethical principles, rules
and views that the recruiter applies when
practicing their profession.

THE CODE

WHY THIS RECRUITER CODE?

Work is important for people and the recruiter plays an important role in this. They therefore have a responsibility to practice their profession competently and with integrity. The Recruiter Code describes the behavior and knowledge that belongs to the competent and integral practice of the recruiter's role. This Recruiter Code contributes to the professionalization of recruitment.

WHAT IS THE PURPOSE OF THIS RECRUITER CODE?

The Recruiter Code defines a common frame of reference for everyone involved in recruitment or who comes into contact with it. The Recruiter Code is a basis for the behavior and conduct against which a recruiter or an organization can assess themselves. The Recruiter Code provides direction for evaluating one's own performance, helps in practicing the profession and defines development opportunities.

WHAT IS THE SCOPE OF THE RECRUITER CODE?

The organization and the recruiter voluntarily commit themselves to the Recruiter Code in its entirety, without prior assessment. The Recruiter Code follows Dutch legislation and is primarily focused on the Dutch labor market.

WHAT IS THE STATUS OF THE RECRUITER CODE?

The Recruiter Code has been developed by and for professional colleagues and does not claim to be exhaustive. It is a dynamic code that moves with recruitment developments in the Netherlands. Email feedback and suggestions to: info@recruitercode.nl

REGISTRATION, USAGE AND COMPLAINTS PROCEDURE

At www.recruitercode.nl you can find the registration and usage procedure (how to implement the code and carry out the code) and the complaints procedure of the recruiter code.

NB: Where "she" and "her" are mentioned, "he" and "him" can also be read.

DEFINITIONS

RECRUITER: the person who is (partially) responsible for recruiting, selecting, mediating and hiring qualified candidates (permanent and temporary) for the current and future fulfillment of personnel needs in organizations.

CANDIDATE: the person who actively applies or is approached by a recruiter.

ORGANIZATION: the employer or client of a recruiter.

STAKEHOLDERS: everyone who plays a role within the recruitment process.

RECRUITMENT: the entire process from the (future) emergence of a vacancy, contracting through to the commencement of employment of a candidate.

VACANCY: a (future) unfilled potential job position within an organization.

All rules pertain to "the recruiter".

BASIC QUALIFICATIONS OF A RECRUITER

- 1.1 Oversees their own role within the total recruitment process.
- 1.2 Has knowledge of the functioning of the labor market.
- 1.3 Has knowledge of the sector for which recruitment is being conducted.
- 1.4 Can assess the feasibility of the recruitment request/ need and provide advice on this.
- 1.5 Is skilled in correctly evaluating profiles and applies selection instruments correctly.
- 1.6 Maintains a verifiable selection framework.
- 1.7 Can correctly apply the instruments used.

INTEGRITY

- 2.1** Contributes positively to the overall reputation of the recruitment profession.
- 2.2** Does not approach candidates with fictitious vacancies or vacancies without assignment.
- 2.3** Does not impede candidates in freely applying for other vacancies.
- 2.4** Does not approach organizations with fictitious candidate profiles.
- 2.5** Upon placement, the Recruiter agrees with the organization on a period within which the candidate will not be approached for other vacancies.
- 2.6** After leaving an organization, the recruiter does not approach employees for a pre-agreed period.
- 2.7** Is transparent about activities that may conflict with the assignment or interests.
- 2.8** Ensures balanced consideration of interests and strives for the appointment of the most suitable candidate.
- 2.9** Provides requested and unsolicited advice from expertise and an independent position.

ANTI-DISCRIMINATION

- 3.1** Is aware that there may be (un)conscious prejudices and takes an active role in eliminating these and combating discrimination.
- 3.2** Knows the legal frameworks that apply to discrimination and applies these.
- 3.3** Ensures that selection is based on verifiable job-relevant criteria and is accountable for this.
- 3.4** Monitors professional recruitment and selection by all stakeholders, takes precautionary measures to prevent discrimination and speaks out in cases where professional, fair selection is at stake.
- 3.5** Ensures that any preferential policy conducted by the organization is known to all stakeholders.

COMMUNICATION

- 4.1** Communicates transparently, respectfully, in all honesty and based on correct information.
- 4.2** Represents the organization, activities and selection criteria in all offline and online communications in accordance with reality in the best interest of all parties.
- 4.3** Is accessible and provides feedback according to pre-made agreements.
- 4.4** Can explain a vacancy, organization, procedure and employment conditions to candidates.
- 4.5** Knows what information falls under confidentiality, can explain this well and only shares this after permission from the stakeholder(s).
- 4.6** Informs candidates according to agreement and ensures that the candidate receives relevant (constructive) feedback from one of the conversation partners after the interview.
- 4.7** Indicates in advance where AI is used, for example in the privacy statement.

LAWS AND REGULATIONS AND CODES

- 5.1** Has knowledge of and acts according to relevant laws and regulations, including - but not limited to - labor law, GDPR, applicable collective bargaining agreements, AI Act, civil service law, etc. Where knowledge is insufficient, the recruiter seeks assistance from an expert.
- 5.2** In case of violation of applicable laws and regulations, the recruiter signals this timely and acts proactively towards stakeholder(s).
- 5.3** Acts in accordance with the NVP application code.

HANDLING CONFIDENTIAL INFORMATION AND/OR PERSONAL DATA

- 6.1** Acts in accordance with the GDPR.
- 6.2** Informs the candidate about how the organization handles personal data.
- 6.3** Requests and uses only information that is necessary for assessing the candidate's suitability for the vacancy.
- 6.4** Informs the candidate that all provided information relevant to the assessment for the vacancy will be shared.
- 6.5** Both before, during and after cooperation with the organization, the Recruiter handles information carefully and confidentially, ensuring the candidate's privacy is protected.

EMPLOYMENT CONDITIONS AND NEGOTIATION

- 7.1** Has knowledge of the complete employment conditions that the organization maintains.
- 7.2** Informs the candidate as early as possible about the employment conditions.
- 7.3** Can assess where there is room for negotiation in the employment conditions.
- 7.4** Contributes to a stable and consistent remuneration policy without discrimination.

ARTIFICIAL INTELLIGENCE (AI)

- 8.1** Proactively informs stakeholders and candidates about AI use in the recruitment process.
- 8.2** Ensures human control over the final decision where AI has been used.
- 8.3** Does not enter personal data into public or non-secured AI systems. Only uses AI systems in which privacy and data security are demonstrably guaranteed.
- 8.4** Only uses AI tools that comply with laws and regulations.
- 8.5** Ensures objective selection through bias-free systems.
- 8.6** Is open to feedback about technology deployment.
- 8.7** Is aware of ethical implications in AI use.
- 8.8** Is accountable for AI deployment.