Manual for DataArt's HR partners

The next step after discussing the main terms of cooperation with the HR partners coordinator is registering in the company's internal system.

Registration allows tracking changes in the status of each candidate.

For effective and fast communication, we use Skype chat. This allows you to quickly get answers to any relevant questions you may have.

Before starting the work, introductory training is conducted in the office or via Skype. The HR coordinator will talk about DataArt's features, the knowledge of which will help answer the candidates' questions and better understand which candidates DataArt needs.

1.Vacancies

The list of hot vacancies with full information is updated once a week on Wednesday afternoon. The location where a vacancy is relevant is located next to each vacancy. If "All locations" is indicated in the corresponding column, then it means the hot vacancy is relevant in all of DataArt's development centers.

You can get additional information about the project, working conditions, requirements for the candidate, and so on from the coordinator via Skype chat.

We ask every candidate about their financial expectations individually. Their expectations need to be clarified before starting to work with a candidate.

We recommend using DataArt's the descriptions of vacancies, because they are handled by the PR department, which monitors compliance with corporate standards.

2.Search

You can independently select and pay the sources of candidate search at your own discretion.

When communicating with the candidates, you can say that you work as a freelancer and provide recruitment services for DataArt, but you cannot present yourself as a DataArt employee. We are interested in constant cooperation and quality services for selecting candidates.

Example: "Hello, [candidate's name]. My name is [recruiter's name], I am a freelance recruiter. I provide recruitment services for DataArt's network of companies (https://dataart.com/). I would like to offer you a position [technology] in DataArt [link to job description].

You can read about the details of work conditions here: https://dataart.team/en/career/culture/

Would this offer be of interest to you?

I would appreciate your reply."

We are interested in constant cooperation and high-quality services for selecting candidates.

We expect that before sending us a candidate, you will:

- Conduct a spoken interview with the candidate via phone or Skype.

- Make sure the candidate is ready to continue communicating with DataArt's representatives and is interested in the vacancy.
- Make sure the candidate's qualifications match the hot vacancy's requirements.
- Receive answers for all important questions (main information) from the candidate.

Main information:

1. First name / Last name.
2. Contact details: e-mail / skype / phone; Preferred method of communication.
3. The city where the candidate plans to work.
4. The city where the candidate lives.
5. Technology / Qualification level.
6. The level of English knowledge.
7. Payment expectations.
8. When the candidate is ready to start work in case of a positive decision.
9. Other comments (motivation, soft skills, interesting technologies, personal comment of the recruiter).
10. Link of the vacancy that candidate are interested in.

*all items must be filled in

We strongly request not to send the list of questions to the candidates as a mandatory form from DataArt to fill out. It's advisable to ask questions during the communication with the candidate and fill out the form yourself.

Before putting a candidate through a hiring process, clarify their financial expectations.

DataArt now has more than 4000 completed projects. We do not indicate salary expectations range to HR partners and candidates. We focus on market salaries and candidate interview results. If the candidate does not fit in one project, they might be a good fit for another one.

For most vacancies, it is important that the candidate can speak English with colleagues and clients from other countries. Therefore, we usually only consider candidates with good spoken English (Intermediate or higher).

Send us a candidate only if they fully meet the requirements and are ready to be interviewed.

3.Sending the candidate

In order to make sure that DataArt will consider the candidate you recommended, you need to send their email address to the coordinator via Skype chat. Then we check the candidate's status in the CRM system and let you know whether we are ready to accept the recommendation. If yes, then we assign the candidate to you in the HRM system.

The time period for assigning the recommendation to you without a resume is two days. If the resume and the basic information (10 items above) are not sent by email within two days, the recommendation is withdrawn, and the candidate may be recommended by another referrer.

If you have difficulties and cannot meet the deadline for important reasons, let us know in the chat. We consider situations individually.

Next, you need to send their resume to HR-Partners@dataart.com and add the basic information (10 items listed above). Information must be complete.

We accept a candidate if:	We don't accept a candidate if:
● The CV corresponds to the requirements of the position. ● HR specialists are not already working with the candidate (even if they were added to the CRM system prior to this). ● The candidate is in the database, but earlier was denied the job due to not meeting the required technical and English levels.	● HR specialists are already working with the candidate. ● CRM has negative comments about the candidate. ● There is no need for candidates with this qualification as of now.

If the coordinator writes in Skype chat that the candidate is accepted, you need to send their resume to HR-Partners@dataart.com and supplement it with the listed information (10 items listed above). Don't forget all listed items must be complete.

The sent resume can be in English. Links to CVs and profiles in social networks will not do. Only CVs sent as attachments to emails containing full information about the candidate are accepted.

If the candidate responded to a vacancy that has already ceased to be hot, the decision to accept the resume is considered on an individual basis. The decision depends on the technology's demand within DataArt, the candidate's professional level, and their financial expectations.

If the candidate was previously recommended by another external recruiter (no more than 3 months prior), they are already in the company's database, but not yet accepted, then the bonus is divided into two equal parts between both external recruiters in case they start working for DataArt after re-recommendation. The coordinator will notify you and the second recruiter about it in advance.

If you sent candidates previously, and they did not pass an interview for a certain vacancy, you can and should remind us of them periodically as new requests appear constantly. Which means the candidate may very well suit those requirements. See who could suit the new vacancies and remind us about them so that we can resume working with such candidates.

4.Evaluation

After that, the coordinator sends the candidate's data to the local HR specialist.

Then, the HR specialist calls or meets with the candidate to conduct an interview. If the candidate meets the requirements, they agree on the date for checking the candidate's English communication skills (15-30 minutes conversation by phone with our English teacher on general topics).

Then, the candidate must go through a technical interview with DataArt's experts and, possibly, an interview for the project.

At each stage of the candidate's interviews, you will receive an email with the current status. The email will be sent to the address you provided during registration.

5.Bonuses

The price payable by the DataArt to HR Partner for the

success hiring of candidates providing under services Agreement

by the individual conditions. To be discussed. We are ready to consider your standard proposal.

6.Contacts
PM of HR Partners program in DataArt - Anna
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