



OPTOMI CANDIDATE OWNERSHIP POLICY

14-DAY CANDIDATE RULE

A recruiter retains candidate representation rights for 14 days after a prescreen or tech screen, AND an additional 14 days from the point of last contact.

To retain candidate ownership:

- A full candidate profile must be built in Bullhorn inclusive of full name, phone number, and email address
- A qualified and documented prescreen or tech screen
- Proof of 2-way communication (email, phone etc.) documented in Bullhorn

If an Optomi Recruiter identifies a candidate with a record in Bullhorn that is owned by another Recruiter and is a fit for the position they are assigned/supporting, they must reach out to Recruiter that holds ownership to notify them of a potential match via Bullhorn*.

The candidate owner will then decide if they would like to present the opportunity to the candidate, or relinquish control for the identified role. This decision should also be documented via Bullhorn. The Recruiter who then takes the candidate through the client submittal/Interview process/placement process will receive full commission on the deal.

**This must occur for all potential matches. Ownership will remain with the original Recruiter for the full 14-day period for any opportunity not specifically noted by non-owner.*