

DELIVERY PARTNER GUIDE

Guidelines for Successful
Candidate Submissions



What You'll Find in This Guide

This guide provides you with the key information and recommendations for successful candidate submissions. Use it as a reference throughout your collaboration with **dc nearshoring**.

01 | Candidate Information

02 | Candidate Profile

03 | Profile Transparency

04 | Availability

05 | Pricing & Business Model

06 | Interview Preparation

07 | Professional Conduct

08 | Final Check



Submit Accurate Candidate Information

Please make sure that all candidate information is accurate, up to date and reflects the candidate's actual qualifications and experience.

This includes:

- ✓ Qualifications and certifications
- ✓ First name and first letter of the family name*
- ✓ Current location and nationality/citizenship
- ✓ Employment status (internal or external)
- ✓ Language proficiency
- ✓ Seniority and experience level
- ✓ Availability

* The full family name may be requested in individual cases.



IMPORTANT

The candidate should be able to demonstrate the experience and level of expertise stated in the submitted profile.

Please only submit candidates you know and whose professional qualifications and availability you can confirm.

Tailor the CV to the Customer Request

Please do not simply submit a standard employee CV.

Review the customer requirements and make sure that relevant experience is clearly visible in the candidate profile.



Start with a Relevant Summary

Use the summary to highlight the candidate's experience that is most relevant to the customer request.



Highlight Relevant Skills

Make technologies, tools, certifications and other required skills easy to identify.



Describe Concrete Project Experience

For relevant projects, explain:

- ✓ The candidate's role and responsibilities
- ✓ The project environment
- ✓ The team setup
- ✓ The candidate's actual contribution
- ✓ Relevant challenges and how they were addressed



CONFIDENTIALITY

Where customer names cannot be disclosed, use an appropriate description such as "leading German automotive supplier" instead.

Be Transparent About Gaps

A candidate does not necessarily need experience with every individual tool to be relevant for a project.

If a requested technology or tool is missing, explain whether the candidate has experience with comparable technologies and how this experience can be transferred to the new environment.



IMPORTANT

Please do not add skills or experience that the candidate cannot demonstrate.

Check Availability Before Submission

Before submitting a candidate, please confirm that the candidate is genuinely interested in the opportunity and available for the selection process.



COMMITMENT PERIOD

Once submitted, candidates should remain available for the opportunity at least until the communicated planned project start date.

Submit Competitive Pricing

Competitive pricing is an important factor in winning customer opportunities. Even when dc nearshoring is a preferred partner, there may be competition between Delivery Partners for a specific request.

If a target price is communicated, please aim to meet it or provide the most competitive rate possible. If no target price is provided, please submit a competitive rate based on the specific opportunity.

HOW THE BUSINESS MODEL WORKS



RESELLING MODEL

dc nearshoring operates on a reselling rather than a commission-based placement model. You invoice DC Services directly, while we manage the commercial relationship with the customer.

We add only a moderate handling fee when providing your resources and services to our customers.

Prepare Candidates for Customer Interviews

Good preparation can make a significant difference.

- ✓ Review the project and customer requirements carefully
- ✓ Prepare for questions about candidate's relevant experience
- ✓ Be ready to discuss concrete project examples
- ✓ Consider potential questions about missing skills or experience
- ✓ Practise difficult technical or situational questions
- ✓ Prepare questions about the project and role

DURING THE INTERVIEW ————



During the interview, candidates should listen carefully, answer questions as specifically as possible and communicate openly if they do not know an answer. In such cases, they should offer to provide a well-founded answer shortly afterwards.



KEY PRINCIPLE

Confidence is important – but so are transparency and authenticity.

Keep the Selection Process Professional

Professional conduct throughout the selection process is essential for a reliable and transparent cooperation.



INDEPENDENT PARTICIPATION

Candidates should participate in interviews and selection tasks independently.



NO EXTERNAL ASSISTANCE

All tools, assistance from colleagues or other external support should not be used during interviews or selection tasks.



PROFESSIONAL COMMUNICATION

Communication with the customer should always remain professional, transparent and respectful.

CODE OF CONDUCT



We expect all candidates submitted by our Delivery Partners to act in accordance with our [Code of Conduct](#). ↗

Before You Submit — Quick Check

Before submitting a candidate profile, please check the following points.

✓ Suitable for the request

✓ CV tailored to requirements

✓ Relevant skills visible

✓ Qualifications accurate

✓ Seniority appropriate

✓ Availability confirmed

✓ Gaps explained

✓ Rate competitive

THANK YOU

Your commitment makes the difference.

A clear and accurate candidate profile helps us evaluate the candidate efficiently and increases the chances of a successful customer submission.

