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# In In partnership with (CLIENT NAME)

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**Solution / Process Overview:**

* Needs assessment
	+ Conversations / meetings with **(CLIENT NAME)** to assess the

 candidate “right fit”

* + Formulate interview questions to identify desired skills profile
	+ Creation of check sheet for consistent candidate profiling and quality assurance
* Passive recruiting
	+ Serial Networking within industry communities
	+ Name Sourcing / headhunting
	+ Email campaigns
	+ Phone and conference meetings
* Assess “right fit” profile
	+ Conduct candidate interviews
	+ Assess candidates for the “right fit” using questions from client meetings
	+ Review **(CLIENT NAME)** value and service with candidates
	+ Review job description in detail with each candidate
	+ Provide candidate with company name & website
	+ If candidate meets the “right fit” criteria, submit to **(CLIENT NAME)** for final review and consideration
* Search Reassessment
	+ This is an ever-changing process each candidate we submit will give us a better understanding of your requirements. A 360-degree feedback loop is vital to our talent identification process.

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# Fee Structure:

* Our fee structure is based on the rate below and calculated by the hired candidates’ first-year base compensation. If no referred candidate is hired there is no fee for our services.

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| --- | --- |
| Percentage of base salary  | 30%  |

* **Hire**Resources provides the below guarantee. The guarantees below starts on the candidates starting date and applies to the fist candidate only, there is no guarantee on the replacement candidate. The candidate guarantee is valid if payment is Post-Marked within five calendar days of invoiced due date.

Employment Duration and guarantee.

|  |  |
| --- | --- |
| 1-30 calendar days | Candidate replacement Guarantee  |
| 1-30 calendar days | 60% Prorated refund  |
| 31-60 calendar days | 40% Prorated refund  |
| 61-90 calendar days | 20% Prorated refund  |

* + Our fee is due for the sourcing, interviewing, screening, and referring any candidate that starts any position within your company.
	+ Payment terms are net 30 days from the candidates start date.

Under this agreement, Merit is the only factor we are evaluating. HireResources is not engaged to assess, test, or verify any claims made verbally or in writing by our referrals/submittals.

**Hire**Resources conforms to all government (EOE) Equal Opportunity Employer regulations and does not discriminately select, or refer candidates on the basis of race, color, religion, age, sex, national origin, marital status or handicap. Qualifications and merit are the only factors considered in **Hire**Resources screening and referral process.

Your acceptance of referrals from **Hire**Resources constitutes your agreement with our fee and guarantee period. This document supersedes all previous agreements and is binding unless terminated by either party by giving written notice to either party. Any cost incurred for collection of these fees will be paid by **(CLIENT NAME)** This agreement is governed by laws in Connecticut.

 We look forward to a long-lasting professional relationship.

**IN WITNESS WHEREOF** the Parties have executed this Agreement as of the date below.

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| **Tailored Solutions LLC D/B/A HireResources** Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **(CLIENT NAME)**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Simply print, sign, and return, to begin our search process. Thank you again for the confidence you have placed in our recruitment services. **Hire**Resources | Tailored**Solutions** LLC Monroe, CT 06468 (203) 360-2501