

eJobs Recruitment Specialists Financial Planning Division



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CareersMultiList
The Largest Network of
Australian-owned
Independent Recruitment
Companies

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Recruitment Services – PLATINUM SERVICE

(effective from 1/4/2009)

PLATINUM SERVICE (available to Sydney CBD & Metro Clients only)

This comprehensive recruitment service provides our full set of Recruitment resources to find the staff you are looking for. We do all the work for you to allow you to focus on your clients and business. Namely:

- Assistance with the completion of a full Job Description and structured KPI's. This usually entails a visit from ourselves to ensure we understand you, your business, job requirements, culture and goals. We take your Job 'brief' and outline the recruitment process with regard to any special considerations you might have.
- We then combine a Database Search of our existing Candidates with Advertising for new Candidates.
- We use our expertise in drafting a suitable Job Ad to maximise the effectiveness of attracting the right calibre Candidates for your role.
- Job Postings are placed on all the main Job Websites including Seek, MyCareer, Financial Planning Jobs plus other sites.
- We handle all Applicants for you, separating the 'wheat from the chaff' and thanking all respondents appropriately. Our Candidate assessments hopefully identify a shortlist of Candidates whom we then proceed with.
- Before we meet them, we require all Candidates to complete a MyProfile Behavioural Assessment to provide an independent check on how they behave at work and what mix of behavioural styles they possess. This gives a good indication of their focus, drive, interpersonal characteristics and attention to detail, etc, and means you are more likely to avoid costly hiring mistakes. This assessment also identifies key strengths and talents both at an individual level and in working as part of a team and gives strong indication to role performance and in 'upskilling your team'.
- We then conduct Face-to-Face interviews which last approximately one hour and sight Qualifications & Certificates.
- Candidates are tested appropriately on their administrative, technical and strategic (paraplanning), client service, sales and/or management skills, depending on the role in question.
- We then outline your role and company to all suitable Candidates and gain their permissions.
- Once all this information is collated we present you with a detailed presentation of each suitable Candidate.
- Interviews are then arranged and any further steps in the recruitment process outlined.
- Reference checks are completed after first interview, if the Candidate is deemed a good fit.
- Employment contracts are raised, with our help if necessary.
- We undertake to get any additional information from the Candidate as necessary, for instance, with regard to completing any Authorised Representative Checklist if appropriate for an Adviser role.
- Preparation for Start Date.
- This is followed by 1st day, 1st week, 1st month and 3rd month follow-ups with Client and Candidate to ensure all has gone well and to ensure any issues are addressed.
- We provide a 3-month replacement guarantee should a Candidate leave. See below.

Fees, Terms & Conditions for PLATINUM SERVICE

All Salary Levels	15%* Placement Fee
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* Our Platinum Recruitment Service is charged at 15% + GST based on the Candidate's guaranteed gross annual remuneration.

Remuneration includes superannuation and benefits (eg., car allowance, retainer, etc.), but excludes variable payments such as commissions or bonuses. Company vehicles are valued at \$15,000pa or as agreed in the package.

A minimum fee of \$5000 + GST per placement applies (i.e., equates to approx. \$30K + Super salary).

Non-refundable Advertising and Set-up Fee:

We require a \$1,000 non-refundable 'Advertising and Set-up Fee' to cover our costs associated with initiating your Recruitment exercise. An invoice will be sent upon Agreement Signature for immediate payment.

This fee is required to protect eJobs from the risk of a Job requirement being put 'on hold' or ending up being filled in some other way and not by eJobs. It also guarantees our 100% commitment to you in filling your role.

Replacement Guarantee:

Should a Candidate resign or be terminated within their first 3-months of employment under our Platinum Service package, **eJobs** undertakes to find a replacement for the same position provided that:

- **eJobs** is notified of the pending resignation or termination within the period of the guarantee.
- The final invoice fee had been paid within 14 days of the Candidate's start date.
- **eJobs** is given the exclusive opportunity to find a replacement. If a replacement is found from an alternative source during this period, or a decision is made not to make an appointment to the position, this guarantee will be void.

The guarantee is not effective if the Candidate leaves as a result of retrenchment or resignation owing to internal restructure that involves changed responsibilities or duties or relocation, or as the result of a merger or takeover.

Conditions of Business – Onward Referral: Introductions of Candidates are confidential. Should an introduction result in the engagement of a Candidate, to any other division or any related or associated company or firm, or any other employer you will be liable to pay a fee calculated in accordance with the fee schedule above, as if the Candidate had been engaged by you.

Acceptance: Your agreement with the terms and conditions as set out herein is deemed to have occurred when we receive back this signed Agreement, or when we commence working for you and/or when the details of a Candidate(s) have been referred to you either verbally or in written form and you expressly pursue such Candidate(s) with the view to ultimately offering employment with your company.

Payment Options for Gold Service:

Please tick

- Full payment within 14 days of start date at 15%* + GST (less Advertising and Setup-Fee)
- 3 equal payments over 3 months: 16%* + GST (less Advertising and Setup-Fee)
- 6 equal payments over 6 months: 17%* + GST (less Advertising and Setup-Fee)
- 12 equal payments over 12 months: 18%* + GST (less Advertising and Setup-Fee)

Note: In the event of a Candidate leaving during these periods we will pro-rata a monthly payment to the Candidate's last day and write-off future payments. Obviously we would hope to refill the position!

I have read, understood and agree to these terms and wish eJobs Financial Planning to commence with my Job Requirement:

Agreed to by Client:

Name:

Company:

Signature:

Date: