

eJobs Recruitment Specialists Financial Planning Division



Established 1998

ABN 38 085 068 140

Member



Member

CareersMultiList

The Largest Network of
Australian-owned
Independent Recruitment
Companies

eJobs Recruitment Specialists Pty Ltd
Financial Planning Division
9 Waratah Street, Balgowlah, NSW 2093

Tel: (02) 9221 6221
Fax: (02) 9225 9138
Email: resumes@ejobs.com.au
Web: www.ejobs.com.au

Interviews: CareersMultiList Offices
Level 13, 276 Pitt Street
Sydney NSW 2000

Recruitment Services – SILVER SERVICE

(effective from 1/4/2009)

SILVER SERVICE (Low cost Candidate Assessment & Shortlisting Service – where we assess Candidates from all sources - yours, ours plus from any 3rd parties).

This package is designed for Clients who may have found themselves swamped by Job Applicants and have no time to undertake the time-consuming task of processing and assessing these Candidates in order to shortlist the best for interview.

We not only do this for you but we go further!:

- We process and assess not only those Job seekers who may have sent you their details directly *and* those sent by other Recruitment Companies, *but also* those that we find ourselves as a result of our own extensive Job Advertising and database search activities**.
- 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.
- In adding all the Candidates to the mix, we assess each solely on their merits for the position, separating the 'wheat from the chaff' and thanking all respondents appropriately for their time and applications on your behalf.
- These assessments hopefully identify a shortlist of Candidates whom we then proceed with.
- All short-listed Candidates are then asked to complete one of our MyProfile Behavioural Assessments which 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'.
- Candidates are then ranked and further refined before we present their details to you for consideration to interview. Whilst we do not interview Candidates ourselves in this Service Package, we remain open to further discussion and advice prior to your eventual recruitment decision.

Fees, Terms & Conditions for SILVER SERVICE

All Roles and Salary Levels	Fixed \$3000 + GST* Assessment, Advertising, MyProfile & Shortlisting Fee. Assignment ends on the submission of Shortlisted Candidates.
-----------------------------	---

* Our Silver Recruitment Service is charged at a fixed fee of \$3,000 + GST

This service provides an Assessment and Short-listing service only and is not dependent on any Candidate being interviewed or placed by the client.

This fee is due in the following two installments:

1. Initial Advertising and Set-up Fee:

\$1,000 + GST invoice will be sent upon Agreement Signature for immediate payment to cover our costs associated with initiating your Recruitment exercise. This also guarantees our 100% commitment to you in gaining suitable Candidates to shortlist to your role.

2. Final Payment:

\$2,000 + GST invoice will be sent for immediate payment once all Candidates have been assessed and the suitable Candidates forwarded.

Additional Terms for Silver Recruitment Service:

- Should we be requested to re-post all our Advertisements again, an additional \$250+GST fee will be payable for each set of Ads re-posted. Invoices will be raised for immediate payment.

**** Client Candidate Assessments – Our Commitment:**

Where a Client provides Candidate information to eJobs for Assessment as part of our Silver Recruitment Service offering, such information will only be used for the purposes of this assignment, and eJobs will not forward, use, or retain such Candidate information for any other assignment or purpose unless the Client is happy for a 'rejected' Candidate to be further assisted by eJobs.

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: