

Statement of Mutual Expectations

What you can count on from me:

1. Appropriate staff will (continue to) immerse itself in the COMPANY culture to aid in identifying, attracting, and hiring suitable candidates.
2. I will talk with COMPANY staff deemed appropriate for each relevant area to establish a mutually agreed upon position profile for each new search. Can search on any Position COMPANY deems appropriate.
3. I will pre-screen all candidates telephonically before presenting their information officially to COMPANY.
4. I will provide candidate availability for interviewing and will assist in scheduling travel arrangements, agendas, etc. as needed.
5. I will present selected candidates, along with detailed summaries, either verbally or in writing, as to why the candidate appears to fit the position profile. The summary will include issues such as skill sets matching positions requirements, accomplishments illustrating proven performance, candidate motivations for change, what challenges will be faced in attracting and training the candidate, relocation and compensation issues, and others as deemed relevant during the course of the search.
6. I will provide in-depth interview feedback to both COMPANY and the candidate.
7. I will maintain post-acceptance and resignation follow-up to aid in the candidate's transition and will follow the agreed upon roles and procedures mutually developed for each search assignment.



What I need from you:

1. Soon after the initiation of the agreement, a conference call will be established between project team and Client's hiring manager(s) involved in this project. Such conference call should take 30 minutes to 1 hour and will provide with the first hand information necessary to effectively recruit, screen, attract, and present the appropriate candidates. We will be representing Client and the opportunity in the market and as such want to ensure an accurate and exciting message.
2. Client agrees to make a concentrated effort to return all phone calls within two business days.
3. Client agrees to make a concentrated effort to make a "go/no go" decision on interviewing candidates presented within three business days of such presentation.
4. Client agrees to make a concentrated effort to provide preliminary compensation estimates for each candidate prior to an on-site interview. This information will not be shared with the candidate but will be used solely as a guide to assist in "pre-closing" the candidate's financial requirements.
5. Client agrees to make a concerted effort to prepare an offer within five business days from a decision to offer a candidate a position.
6. Client can share all direct inquiries or recommendations in an overall effort to produce the best candidates for the positions.
7. It is expected as a result of intense market penetration, Client, will be contacted directly by candidates as a direct or indirect result of efforts. Notwithstanding paragraph 6 above, Recruiter will rely on Client's good faith to refer such direct contacts for screening, presentation and additional attraction.

Recruiter

Date

Client

Date