



# RECRUITMENT SERVICES SCALE OF FEES

Fees are based upon the annual base salary plus GST, the base salary is calculated on the ordinary hours of work inclusive of regular overtime payable. We do not include the value of superannuation, bonus payments or motor vehicles.

The maximum fee charged is based upon the classification of the position.

## **Management & Executive Permanent Recruitment**

**18%** of the base salary based upon the ordinary hours of work inclusive of regular overtime payable

## **Non Management / Executive Permanent Recruitment**

**12.5%** of the base salary based upon the ordinary hours of work inclusive of regular overtime payable

## **Small Businesses < 20 Current Employees**

**9%** of the base salary based upon the ordinary hours of work inclusive of regular overtime payable

## **Base Salary < \$70,000 per annum**

**5%** of the base salary based upon the ordinary hours of work inclusive of regular overtime payable

## **Payment Terms**

You will be engaging The People & Culture Office on an exclusive retainer, you will be invoiced:

- 33% of the fee upon acceptance of the brief
- 33% of the fee upon completion of interviews
- Balance upon commencement of the successful candidate

Payment must be made within 14 days

Late payment fee's may be applied at our discretion, fees accrued in the recovery of debts by a third party will be payable by the debtor.

In the instance where The People & Culture Office presents short listed candidates to your organisation and you identify the candidates as already existing on your database, our fee is payable if

- you had previously not approached the candidate about the role in question, and
- they are hired by your organisation

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Candidates who are introduced to you, by us, and are subsequently appointed by you, within 6 (six) months of the date of introduction, are subject to our standard fees

### **Replacement Guarantee**

In the event that a candidate placed by us and employed by you, be unsatisfactory or leaves your employment within the first three months, we guarantee to replace “that” candidate (for the same position) at no additional cost to you.

The replacement guarantee will only be valid if:

- all fees are paid in full
- the request to replace the employee is given exclusively to The People & Culture Office
- the job description and salary remain unchanged
- there is not an unreasonable delay in notifying us to replace the candidate

The replacement guarantee is not transferable to other placements or recruitment services, and the Client is not entitled to any credit or refund for replacement guarantees that the Client does not wish to pursue or which are undertaken by us but not completed

Additional advertising does not form part of the replacement guarantee

### **Please be advised:**

A replacement will not be provided in circumstances where the termination or departure of our placed candidate was due to retrenchment, redundancy or company restructure or restructuring of the position, misrepresentation of the position by the employer or redeployment.

If it is shown that a candidate leaves their employment within the first three month period due to any form of mental, emotional, physical disability harassment or bullying, the replacement guarantee will not apply.

### **Liability**

The People & Culture Office accepts no liability whether on its own behalf or on behalf of its servants or agents for any loss or damage, costs or expenses whatsoever, or injury arising directly or indirectly or in connection with any act or omission of any candidate introduced by The People & Culture Office. You will need to satisfy yourself that any qualification or representation claimed or made by the candidate has been met by the candidate.

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