

## **TERMS OF AGREEMENT**

### **1- FEE STRUCTURE**

Our professional service fee structure is based on the annual gross salary\*, incorporating any allowances made for housing and/or transportation, accepted by the candidate on commencement of his /her employment, as stated in his employment offer/contract, a copy of which should be sent to CAREERS.

\*Annual gross salary, mainly for sales positions at entry level, that involves “basic salary plus commission” is calculated on the basis of basic salary plus 50%.

#### ***Fee schedule for recruitment in Lebanon and abroad:***

- |   |     |
|---|-----|
| o Annual gross salary amounting to 15 000 USD       | 10% |
| o Annual gross salary from 15 001 USD to 36 000 USD | 12% |
| o Annual gross salary from 36 001 USD and above     | 14% |

**N.B.: Our professional service fee is applicable for the first year of employment only.**

#### ***The fees includes the following***

- Search for candidates
- Pre-selection
- Personality assessment
- Interviews
- Skills testing
- Verification of diplomas and references
- Planning for advertisement if necessary
- CAREERS' guarantee for replacement and follow-up services

#### ***Advertising cost:***

Advertising is available upon request. The advertising cost will be borne fully by the client and paid upon order. However if CAREERS finds a need for advertising to help locate the right candidate, then the incurred advertising cost will be fully borne by CAREERS.

### **2-PAYMENT TERMS PER JOB OFFER**

**Two payment options are possible as per the convenience of the client:**

#### **Option 1:**

##### **Fees are payable in three stages**

- o **First payment:** 20% of our fees (based on the prospective salary put by the client) will be payable by the client upon the assignment of each job offer
- o **Second payment:** 40% of our fees should be paid upon acceptance of candidate(s).
- o **Third payment:** payment of the total remaining due should be paid upon completion of 3 months of employment by the candidate.

#### **Option 2:**

##### **Fees are payable in two stages**

- o **First payment:** 30% of our fees (based on the prospective salary put by the client) for each assigned job offer should be paid when the client receives candidate CVs and decides to step ahead for an interview. This payment should be settled before meeting/interviewing any candidate(s).
- o **Second payment:** payment of the total remaining due should be paid upon acceptance of candidate(s).

### **3-GUARANTEE AND FOLLOW-UP SERVICES**

A guarantee of services applies to all permanent full-time placements for a three months period from commencement of work. In the event of a candidate resigning or being terminated from employment, the client must notify CAREERS within a 72 hours period, and a one time replacement will be provided free of charge, subject to our invoice having been paid within 10 days of issue.

Moreover, if any raise in the gross salary of the replacement candidate is to occur, adjustment of fees have to follow.

If no replacement is required, a refund is offered on the following basis:

#### **Option 1:**

- Weeks 1 to 4: Full refund less the 20% first payment
- Weeks 5 to 12: Refund of 20% of total fees paid to CAREERS.

#### **Option 2:**

- Weeks 1 to 4: Full refund less the 30% first payment
- Weeks 5 to 12: Refund of 40% of total fees paid to CAREERS.

Within a 4-week period following commencement of work of the candidate, CAREERS checks back with the client for evaluation.

**4-EXCLUSIVITY**

CAREERS has full exclusivity to recruit for each job order given by the client. This exclusivity is limited by a four-week period during which the client is not allowed to use another medium for recruitment. After the period is over, in case the client wishes to refer to another medium for recruitment or stop the order; he has to notify CAREERS of his decision in writing 72 hours prior to the end of the exclusivity period, or else it is renewed automatically for another four-week period.

**5-CONFIDENTIALITY AND RESPECTIVE RESPONSIBILITIES**

- The client is obliged to respect the candidates' right for confidentiality of information, and discretion of application and meeting, whereas all the proceedings that involved this candidate will not be disclosed to any third party under any circumstance.
- Checking candidate reference or document validity is the sole responsibility of CAREERS and the client is not allowed to contact any third party regarding any type of information on the candidate before prior agreement with CAREERS.
- CAREERS does not accept responsibility for any misrepresentation or omission of information by the candidate.
- The client shall uphold the information supplied to CAREERS concerning the job description, the required profile, and the proposed package, and is not allowed to alter them when meeting personally with the candidate without prior agreement with CAREERS.
- CAREERS certifies that the candidates are not liable for any recruitment fees.
- CAREERS is not responsible for establishing visa status or eligibility for employment of candidate. The client shall be responsible for obtaining work and other permits, the arrangement of any examination medical or other of any candidate and satisfies any requirement or qualifications required by law.
- The client shall have no contact with the candidate before full approval from CAREERS. The client shall notify CAREERS as soon as an agreement is set with the candidate, and shall provide CAREERS a copy of the employment offer/contract as soon as both parties have agreed on the relevant terms and conditions.
- Any requests to interview a candidate who's CV was supplied by CAREERS, will be automatically considered a patent of CAREERS and becomes liable to the terms and conditions stated in this document.
- Should a candidate introduced by CAREERS be employed by the client for another position, or for any similar or different position up to a 2 year period, then this candidate is considered as patent of CAREERS and thus full recruitment fees shall be payable to CAREERS by the client.
- Should a candidate introduced by CAREERS be employed by another division or subsidiary of the company or if the client refers the candidate to a third party, then this candidate is considered as patent of CAREERS and thus full recruitment fees shall be payable to CAREERS by the original client.
- CAREERS has no right to search for a job for a candidate that is already placed for the client before he/she officially resigns or gets terminated from employment.

**6-LIABILITY**

CAREERS shall not be held liable for any expenses, loss or damage suffered or incurred by the client arising from or in any way connected with CAREERS seeking or engaging a candidate to the client.

**7- VALIDITY AND DURATION**

The terms of this agreement are valid for each job offer given by the client to CAREERS.  
The duration of this agreement is one year starting from the date of signature; automatically renewable for the same duration. In case one of the parties wishes to amend or terminate this agreement; this party must notify its counter part in writing prior one month to the agreement maturity date.  
We agree to all of CAREERS' above stated terms, and hereby give instructions to proceed under these conditions.

Name of company : .....

Name of signatory: .....Title: .....

Selected payment option: ? Option 1      ? Option 2

Place: ..... Date: .....

Signature and stamp of the company

Signature of CAREERS