Welcome to **Talent Hub Global**

Every business – and, indeed, every role that needs to be filled in business – is unique. Recognising this, Talent Hub Global gives you more flexibility in how you engage with us.

Choose from one of three options below.

Option 1

Keeping it casual

We get it. Sometimes you have to work with more than one recruitment agency. Or, maybe you were working with others before you found Talent Hub Global. If you can't commit to exclusivity, we won't be offended. Just know that we're there for you and can always take things to the next level.

- 25% placement fee
- 14 day payment terms
- 8 week free replacement guarantee

Option 2

Just the two of us

Commit to us and we will achieve great things for you. If you have a role or group of roles to fill, we'll work hard to boost your brand awareness amongst Salesforce experts so that we can select from the very best. As your exclusive recruitment partner, we take extra time vetting candidates' suitability before delivering your shortlist, too.

- 20% placement fee
- 14 day payment terms
- 13 week free replacement guarantee
- Email and social media marketing campaign targeting Salesforce professionals, to boost awareness of your brand
- Weekly progress reports

Specific role

Option 3

Signed, sealed, delivered

You're as serious about all this as we are. You know that the right Salesforce candidates could transform your business, and you want to use our extensive resources and reach to find the very best people for the job. There's no time wasted on unsuitable candidates – we provide detailed insight into every candidate, before you meet them.

- 17.5% placement fee (invoiced in two stages, including an upfront payment)
- 7 day payment terms
- 13 week free replacement guarantee
- Email and social media marketing campaign targeting Salesforce professionals, to boost awareness of your brand
- Video of the hiring manager – to outline the opportunity and amplify to prospects
- Videos of all candidates – they answer your preliminary questions so you can make more informed decisions before inviting them in for interview
- Weekly progress reports

Specific role

Whichever option you choose, you'll gain direct access to our outstanding Salesforce recruitment service. Once you've ticked a box, move on to page two for the fine print.

talent hub

Terms & Conditions

For Permanent, Fixed Term & Temporary Contract Placements

WHO'S WHO?
Talent Hub Global – we/us/our

The Client – you/your

1. WHAT'S COVERED

These terms apply every time we help you with recruitment.

2. PLEASE ACCEPT

If you like, you can formally accept these terms in writing.

Otherwise, if you've chosen option 1 on page one, you can simply tell us that you're ready to kick things off and we'll take it that you've accepted these terms. Likewise, if you request to interview or make an offer to a candidate we've recommended, we'll take it you've accepted them.

3. WHEN YOU NEED TO PAY US

If a candidate that we introduced to you accepts your offer of employment, then you'll have to pay us.

You also have to pay us when:

i) You appoint a candidate within **1 (one) year** of either our initial introduction or the date the candidate completed a temporary assignment with you, whichever is later;

ii) You appoint a candidate, or introduce them to a third party who then appoints them, either on a permanent, fixed term or temporary basis; or

iii) You made an offer in writing to the candidate, but then withdrew the offer after the candidate accepted it – through no fault of the candidate.

4. PERMANENT & FIXED TERM ROLES

4.1 Fees

You will have seen our placement fees (as a percentage) outlined on page one of this agreement. That percentage is applied to the remuneration package you offer to the successful candidate – the remuneration package is made up of the total annual remuneration including cash remuneration, superannuation, car allowance, bonuses and commissions, and non-cash benefits.

4.2 Payment Terms

Our payment terms are also outlined on page one.

In terms of timing:

- For options 1 or 2, invoices are raised on the date that the successful candidate signs their employment contract; or
- For option 3, the first invoice ($10,000 + GST) is raised on the date that these terms are signed. The second invoice (17.5% of the remuneration package, minus $10,000) is raised on the date that the successful candidate signs their employment contract.

4.3 Late Payment Fee

A 3% late payment fee will be payable if you don't pay **within 10 days from the invoice due date**.

5. EXCLUSIVITY

If you selected option 2 or 3, it means that you've committed to using Talent Hub to source candidates for a specific role – and that you won't source them by any other means. Talent Hub is entitled to a recruitment fee if a candidate is offered employment, regardless of who recommended them. Once the role has been filled, your ongoing relationship with Talent Hub will be covered by the terms in Option 1, on page one, unless a new agreement is agreed and signed at a future date.

6. REPLACEMENT GUARANTEE

Sometimes, a candidate doesn't work out for reasons beyond our control. We offer a replacement guarantee where a Candidate is engaged and subsequently resigns or is terminated within the period outlined under your chosen option on page one. But, if you have to terminate the candidate's employment for one of the reasons below, our replacement guarantee won't apply:

- Organisational or structural changes in your business;
- Redundancy;
- A change or anticipated change in job specification or location;
- You failed to fulfil your actual or implied legal obligations to the candidate or
- The candidate is subsequently engaged by a subsidiary or associated company of yours.

Other things to bear in mind about the replacement guarantee:

- It applies only to the role affected;
- It cannot be transferred to another role;
- To be valid, a guarantee claim must be made in writing within **10 (ten) working days** of the candidate's termination/resignation; and
- Failure to pay your invoice on time invalidates any replacement guarantee.

7. CONTRACT ROLES

7.1 Fees

For contract roles, our fees are calculated based on the duration of the role and the candidate's rate, agreed at the outset. Our fees include an allowance for application statutory charges, including superannuation, pay-roll tax and workers compensation.

7.2 Supervision

It's your responsibility to supervise and manage the candidate's performance in the contract role, and to ensure they achieve the required outcomes of the assignment.

7.3 Workplace

Workplace health and safety is also your responsibility – both on your own premises and other premises that the candidate visits to carry out the assignment. This includes induction and training for the candidate to comply with OH&S policies and procedures. We can request an inspection of the premises, too.

7.4 Timesheets

Periodically, the candidate will submit timesheets for your approval. By approving a timesheet, you confirm that the work has been satisfactorily completed.

7.5 Payment Terms

Our payment terms will be outlined in each client agreement.

7.6 Permanent Engagement

If a contractor knocks your socks off and you want to hire them permanently, then we are entitled to a permanent recruitment fee as per our fee schedule on page one. Our fee will apply if you engage the candidate within **1 (one) year** of our introduction or completion of the assignment, whichever is later.

7.7 Cancellation or Termination

If you want to cancel a contract early, you can give us notice as specified in our client agreement – but you will still have to pay for all hours worked up to the date of cancellation. We may terminate an assignment if you are in breach of these terms and fail to remedy the breach within **7 (seven) days** of notice. If termination occurs, we may recover from you any additional cost incurred in terminating or reassigning candidates.

8. GST

All fees and charges are subject to GST however are quoted **exclusive** of GST.

9. LIABILITIES AND INDEMNITIES

i) Candidate selection

We do our very best to find the right person for the job. However, from time to time it doesn't work out. We make no warranty as to the suitability of a candidate to a particular position – it is ultimately your responsibility to ensure they are suitable.

ii) Qualifications

We also do our best to check the accuracy of candidates' applications. If a candidate or their third party (including, but not limited to, past employers or personal references) provide information that is found to be incorrect or misleading, we do not accept any liability for loss, damage or cost incurred as a result.

iii) Liability

We shall not be liable for any loss or damage suffered by you arising from the introduction of any candidate, delays in the recruitment process, failure of a candidate to accept an offer of employment, failure of a candidate to perform their obligations under an assignment, the willful or negligent actions or omissions of a candidate, or the damage to property or personal injury or death of a candidate, howsoever arising from or related to the performance of the candidate of his or her obligations.

10. SEVERANCE

If any of these terms is held by a Court to be illegal or unenforceable that term will be severed from all other terms without affecting the validity or enforceability of all the other terms.

Acceptance

Signed	
Business/ABN	
Name	
Position	
Date	