








Permanent Recruitment

Our Permanent Recruitment service fee is simply based on a fixed commission % for all salary packages.

Our Permanent Recruitment service includes the following:

-  Initial consultation to assess role requirements
-  Database search and online advertising (additional cost for print media)
-  Referral of short-listed applicants – CV and candidate profile
-  Scheduling of interviews
-  Documented employment reference checks (if requested)
-  Full range of psychometric assessments can be arranged (additional cost)
-  90 day guarantee from commencement date of candidate

Fee Structure

Salary package excluding superannuation

All salary packages	12%
---------------------	-----

Additional Information

Salary packages include gross salary plus allowance/s (eg. motor vehicle) plus all other tangible benefits to be paid to the successful applicant. Fully maintained motor vehicles included as part of the salary package are valued at \$15,000 per annum. Superannuation is not included in the calculation of salary packages.

All fees exclude GST.

Terms and Conditions for Permanent Recruitment Service

- Invoices:** All invoices are payable within 14 days of invoice date.
- Guarantee:** The 90 day guarantee allows for a replacement to be sourced or credit note issued if the successful applicant resigns or is dismissed within the first 90 days of employment. This does not apply if the employee experiences a change in job description, any form of harassment/discrimination or is made redundant. If the job description of the replacement differs substantially from that of the original successful applicant, a credit note and new invoice will be issued after replacement is confirmed. Full payment must be made within credit terms in order to qualify.
- Credit Note:** Credit notes are valid for 6 months from issue date. They may be used to offset payments for additional permanent placements only and are not valid for use on any other services. If a credit note is issued \$500 will be retained to cover the cost of initial consultation, advertising, database search and general administration.
- Referrals:** Full fee will be charged if a client engages with a candidate as a result of our verbal or written referral or a candidate is employed within 12 months of the initial referral. Referred candidates must not be forwarded to a third party without the express permission of People in Focus and the candidate.
- Acceptance:** Engagement of the services of People in Focus will be deemed as acceptance of these Terms and Conditions. Please refer to our website for the current version of our fees and Terms and Conditions.