

# **SERVICES ADDENDUM**

## **Executive Search Services**

*Talent for leadership and top managerial roles which are critical to a company's success. The 2 scales for Executive search are the following: Leadership roles in the 120K to 119,999K total compensation range and Senior Executives (SES) whose total compensation is 220K and above. Cost of living differentials are considered part of total compensation.*

This service includes the following:

1. Consultation with hiring authority to define job descriptions, accountabilities, competition and advancement potential
2. Search plan creation to include competitors, professional associations, industry experts, universities, social networking, referrals, etc...
3. Assign Project team to implement search plan and begin recruitment
4. Down-select interview process to determine top 10%
5. Summaries of Candidate qualifications
6. Reference Checks
7. Coordinate interview schedules & feedback
8. Resolve concerns, questions and negotiate offer
9. Presentation of Offer
10. Assist with candidate resignation process and new hire process including coordinating background checks
11. New hire 90 day follow up on candidate/employer

*On a retained executive search we commit to continuing the search until a candidate has been identified or until the terms of our warranty agreement expire.*

***Price per Executive search is 23.5% of total compensation with \$9500.00 engagement fee (30 days net with remaining fee at time of placement (60 days net).***

***Price per Senior Executive search is a flat fee of \$50,375.00 with \$20,000 engagement fee (30 days net) with remaining fee at time of placement (60 days net).***

***Quantity discount if executive search order is 3 simultaneous searches or greater are priced 23% of total compensation for executives and \$48,360.00 for Senior Executives with the same payment terms.***

***.75% discount offered for prompt payment terms.***

## **Staff Search Services**

*Finding candidates for individual contributors and mid-level managerial range—**119,999K and below compensation***

This service includes the following:

1. Assist Hiring Authority on fine-tuning job description and accountabilities
2. Search plan creation to include competitors, professional associations, industry experts, universities, social networking, referrals, etc...
3. Assign Project team to implement search plan and begin recruitment
4. Down-select interview process to determine top 2-5 candidates
5. Candidate Presentation
6. Reference Checks
7. Coordinate interviews and feedback process
8. Resolve concerns and assist offer negotiation
9. Presentation of Offer
10. Assist with candidate resignation process and new hire process including coordinating background checks
11. New hire 90 day follow up on candidate/employer

*On a staff search we commit our best efforts for a minimum of sixty (60) days after which the search will need to be re-evaluated for viability in the marketplace.*

***Staff Search is on 22% of salary with a \$5,000.00 engagement fee (30 days net) with the remaining fee due at placement (60 days net).***

***Quantity discount if staff search order is 3 simultaneous searches or greater are priced per at 20% fee with the same payment terms.***

***.75% discount offered for prompt payment terms.***

## **Dual Career Transition Services**

*Assist the trailing partner of a relocated employee or new recruit to quickly and successfully transition their own career to an unfamiliar geographic location. Services include:*

1. Career Transition Assessment  
Initial assessment conference is held with partners of recruits and transferees to address initial concerns and to evaluate potential employment opportunities. This meeting includes a general conversation

on the employment conditions in the area, transferability of skills and an explanation of the support services available prior, during and post relocation.

**Price is \$362.75 per assessment, 30 days net.**

**Quantity discounts are for 3 simultaneous assessments or greater and are priced at \$352.75 per assessment with the same payment terms.**

**.75% discount offered for prompt payment terms.**

## 2. Total Career Transition Package

A complete suite of services for 90 days that supports the accompanying partner prior, during and post relocation that can include:

- A self-paced career transition questionnaire that explores individual concerns, skill assessment and career goals.
- Immediate access to the professional search and professional contract divisions of Recruiting Services Group, Inc
- Select introductions to key professional contacts in his/her career field.
- Comprehensive research on major employers in the area, job openings, names of key managers and pertinent company information
- A professional career consultant to assist in formulating a marketing plan in an otherwise unfamiliar job market
- Coaching in all the necessary job search skills, including interview skill development, follow-up procedures and building a new network
- Resume and Cover Letter Creation/Preparation
- A relationship of trust and confidence with a professional coach that will provide direction and encouragement at each crucial phase of the transition.
- Local Facility and access to support, office space and conference room for pre-scheduled needs and interviews.

**Price is \$4,685.00 for the 90-day suite of services, 30 days net.**

**Quantity discounts are for 3 simultaneous 90-day transition packages or greater and are priced at \$4,629.50 per package with the same payment terms.**