

Please find below our Terms of Business

## TERMS OF BUSINESS

Proposed engagement start date: TBA

Support types :

**Option 1 - Single Campaign**

**Option 2 - 3 Month Support**

**Option 3 - ATS + Support**

### Obligations of Talent4you

Talent4you will use its best endeavours to locate a suitable Candidate and Present this Candidate. Talent4you will use its skill, experience in recruitment and human resources (HR) as well as industry knowledge to locate, screen, interview and test Candidates. Your Talent4you Recruiter may undertake searches across multiple online platforms for candidates at their discretion.

Specialist tests such as drug-testing, background checks and credit checks are not performed by the recruiter unless requested. We make no representations as to the accuracy of the information provided by the candidates or verify any candidate content. Employers and businesses must make their own assessment of the suitability of any candidate for any particular role.

### Service Type and Costs

- **Option 1. \$2,950 + GST**
- **Option 2. \$3,950 + GST**
- **Option 3. From \$250 + GST (+ Optional 1/2 Support)**

1. We will recruit open positions for you while producing multiple lists of pre-screened talent, relating to designated areas in your company.
2. We will review resumes, cover letters, conduct video or phone interviews to identify the most suitable candidates for immediate hiring manager notification.
3. We will market map individuals within your competitor market while monitoring and reporting on the employment status of key people for you.
4. We will manage the interview scheduling process, provide you candidate feedback and reaffirm a candidate's commitment to the process while providing verbal feedback to unsuccessful candidates.
5. We will manage and help improve relationships with current and potential future job candidates.
6. We will advertise on paid premium job platforms when other methods have been exhausted.
7. We will gather competitive intelligence (gathering valuable information about your firm's direct and indirect competitors including strategies, plans, practices or people).

### Talent4you Responsibilities

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express written consent.

## TERMS OF BUSINESS

### Terms of use of Talent4you

To be eligible to subscribe to our Services, you agree to the following:

**You must comply with the Australian Competition and Consumer Commission (ACCC) guide 'Misleading job and business opportunity adverts: how to handle them'. This publication can be accessed at <http://www.accc.gov.au/publications/misleading-job-and-business-opportunity-adverts-how-to-handle-them>**

You warrant:

- that you will only contact or respond to candidates for work experience and opportunities that actually exist and you must not contact a candidate for any other purpose.
- That you will clearly indicate and describe the defined job description for any work experience or Position Vacancy at your business, and
- that all content you provide is accurate, reliable, up to date, lawful, nor misleading.

You agree:

- We do not warrant nor make any representations as to the suitability, capability, experience, integrity, availability, health or anything related to any candidate with the exception of professional recruitment search and screening on candidates.
- We do not do any police, license, medical nor any checks of any kind on any of the candidates
- That you cannot hold us responsible or liable in any circumstances for any candidates behaviour, actions or inaction's of any kind at any time
- It is your responsibility to provide a safe working environment for the candidate(s) and that you comply with the relevant workplace health and safety legislation and will have the relevant and required insurances in place to protect their well being, including workers compensation insurance.

## **TERMS OF BUSINESS**

### **Privacy**

We, at all times, abide by the Australian Privacy legislation. Please refer to our full Privacy Policy on our website for details of how we collect, store and use your personal information.

Once you have contacted the candidates and provided any details directly to them, we are not responsible for privacy issues which can arise as the result of any act or omission by the candidates including but not limited to sale or distribution of your email address or other details by any candidate or third party.

However we will maintain the security of the details provided to our website directly and will keep privacy of all Businesses, candidates, users and visitors maintained in accordance with the Privacy Policy posted on the Website.

You must not sell, distribute, or otherwise make public any candidate information which may be sent to you and you agree to keep all correspondence and candidate details private and confidential unless otherwise agreed with the candidate

### **Governing Law**

These Terms are governed by the laws of New South Wales which are in force from time to time and both you and we agree to submit to the exclusive jurisdiction of the Courts of New South Wales for determining any dispute concerning these Terms.

### **Confirmation of Terms**

Please review and indicate that it is in accordance with your understanding of the arrangements. This letter will be effective for future years unless we advise you of any change.