

DEMANDING PEOPLE

Demanding Professionalism

Professionalism is predominately an attitude. A real professional, no matter what field they operate in, is a person who cares. This caring comes from a culture of commitment and partnership - a two way street.

Demanding Dedication

Being a professional is about neither money nor professional fulfilment. Both of these are consequences of an unqualified dedication to excellence in serving clients and their needs.

Demanding Integrity

We believe passionately in what we do and will never knowingly compromise standards or values - yours or ours. We will act like true professionals and aim to perform at the highest level.

Demanding Knowledge

It is hard to convince a client that you care about his or her business when it is evident that you don't know what's going on in it. We have knowledge of the industries we recruit in and the positions we recruit within them. If we don't know, we'll tell you.

Demanding Responsibility

The recruitment industry is cluttered with claims of excellence and assertions of quality, few of which are credible for the simple reason that that's all they are - claims and assertions. We believe in 'putting our money where our mouth is', and therefore offer a three month guarantee and a full refund for retained assignments. If we can't produce the right result, we'll take responsibility for it.

Demanding Success

We measure success in terms of happiness. When we place the right person into the right position with the right company, the candidate is happy, the client is happy, and so are we. On top of this we make sure that the highest standards and principles are adhered to along the road to success.

COUNTER OFFERS - DON'T BOTHER!

Sometimes, in desperation, companies will resort to making counter offers when one of their employees resigns. While this may seem flattering at the time, history shows that approximately nine out of ten people who accept counter offers end up leaving the company within six months anyway. If you are confronted with a counter offer when you resign, make sure to do the right thing by your employer, but at the same time, consider the following:

- You should not have to threaten to resign to get what you are worth.
- Any situation in which an employee is forced to get an outside offer before the present employer will suggest a raise, promotion or better working conditions is suspect.
- No matter what the company says when making its counter offer, having once demonstrated a lack of loyalty (for whatever reason) you will lose your status as a 'team player' and your place in the inner circle.
- A counter offer is an insult to your intelligence - knowing you were bought.
- Your reasons for considering a change will repeat themselves - even if you accept a counter offer. Conditions are just made a bit more tolerable in the short term because of the raise, promotion or promises made to keep you.
- Counter offers are only made in response to a threat to quit. Will you have to solicit an offer and threaten to quit every time you deserve better working conditions?
- Decent and well-managed companies don't make counter offers - ever! Their policies are fair and equitable. They will not be subjected to 'counter offer coercion' or what they perceive as blackmail.
- Counter offers are usually nothing more than stall devices to give your employer time to replace you.

FEE STRUCTURE

Executive Placements

Our fees for Executive Placements will be a percentage of the total annual remuneration package and shall be charged as follows:

• Packages up to \$40,000	14%
• Packages from \$40,001 to \$60,000	16%
• Packages of \$60,001 and over	18%

The total remuneration package will include the annual salary, the superannuation, company vehicle as valued by the client, and 50% of any forecasted commission or bonuses. The fees will be payable in the following manner:

Exclusive Retained Executive Recruitment Assignments

- One third of the fee (based on the anticipated total remuneration package) will be invoiced upon receiving approval to commence the assignment.
- The second third of the fee will be invoiced following the successful presentation of the shortlisted candidates.
- The balance of the fee, based on the final negotiated package, will be invoiced upon the successful offer and acceptance of the position.

Guarantee for Exclusive Retained Executive Recruitment Assignments

Candidates appointed under an Exclusive Retained Executive Recruitment Assignment Agreement will carry a **three month 100% money back guarantee** from the date of commencement, providing that all fees have been paid within 30 days of the date of the invoice. This is limited to the placement fee and does not extend to advertising expenses or other costs.

Contingent Executive Recruitment Assignments or Referred Candidates

The total fee will be payable upon the successful offer and acceptance of the position.

Guarantee for Contingent Executive Recruitment Assignments or Referred Candidates

Candidates appointed under a Contingent Executive Recruitment Assignment Agreement will carry a **three month replacement guarantee** from the date of commencement, providing that all fees have been paid within 30 days of the date of the invoice.

Executive Search Assignments

The fee for an Executive Search Assignment will be 20% of the total remuneration package.

- One third of the fee (based on the anticipated total remuneration package) will be invoiced upon receiving approval to commence the assignment.
- The second third of the fee will be invoiced following the successful presentation of the shortlisted candidates.
- The balance of the fee, based on the final negotiated package, will be invoiced upon the successful offer and acceptance of the position.

Guarantee for Executive Search Assignments

Candidates appointed under an Executive Search Assignment Agreement will carry a **three month 100% money back guarantee** from the date of commencement, providing that all fees have been paid within 30 days of the date of the invoice. This is limited to the placement fee and does not extend to advertising expenses or other costs.

Advertising & Other Expenses

The cost of all display advertising will be charged directly to the client. Internet advertising campaigns, which include emailing the database, will be charged at \$250 plus GST per assignment. All other out-of-pocket expenses such as airfares, accommodation, etc will be passed on to the client after initial approval has been obtained.

General Terms of Business

In relation to Assignment guarantees, Barclay Recruitment must be **NOTIFIED IN WRITING** within the guarantee period and, if a refund applies, it will be paid to you within 30 days of notification. This guarantee relates to the candidate's competence for the position to which they were appointed and does not cover circumstances that are deemed to be beyond the control of Barclay Recruitment such as a redundancy because of a company restructure, transferring a candidate to a position that he or she was not initially recruited for, or unlikely events such as death or permanent incapacitation.

Our objective is to identify suitable candidates and provide accurate details on them. However, this is substantially based on information supplied to us by the candidates and, as such, no responsibility can be accepted for errors or omissions or for incorrect conclusions. It is you, the client, who will make the final recruitment decision. Therefore, throughout the process you must ensure that you satisfy yourself as to their competence, qualifications, integrity and suitability for the position

Our organisation cannot accept liability, either personal or corporate, for compensation for any loss or damage, howsoever arising, which you may suffer or become liable for as a result of our introduction of a candidate and your organisation's decision to employ that candidate.

Furthermore, should you make an offer to a candidate who has been introduced to your firm by Barclay Recruitment within a period of six months of that introduction, then you agree to be bound by these Terms of Business and Fee Structure and will be liable for the appropriate fee as outlined above.

Finally, candidates' details are highly sensitive and are supplied to your organisation on a strictly confidential basis and may not be disclosed to a third party without the approval of either the candidate or Barclay Recruitment.

EXECUTIVE PLACEMENT PROCESS

In-depth position briefing with Barclay Recruitment Consultant



Presentation of Assignment Specification confirming the brief, fee structure & timing



Presentation of recommended Advertising Strategy (print/internet advertising & database search)



Advertising response and qualifying candidates



In-depth interviews with qualified candidates. Presentation of company, position & career path to shortlisted candidates



Presentation of shortlist



Client interviews selected candidates from shortlist



Reference checking



Final interviews, negotiation of offer, preparation for counter offer, final confirmation of acceptance & start date



1&3 month performance follow up with placed candidate and client