



Terms & Conditions



FEES & GUARANTEE

The fee for the services of recruitment and selection of candidates for the position of _____ is **0000 € + VAT**. Our general conditions are:

START-UP FEE 1/3

- Upon signing the contract.

PRESENTATION FEE 1/3

- Upon validating short-listed candidates.

SUCCESS FEE 1/3

- Upon signing the labour contract by the Successful Candidate.

PROFESSIONAL COSTS

- The Professional Costs of will be charged jointly with the start-up fee to cover the cost of all search-related expenses that are difficult to allocate to individual projects . These include the cost of on-line research, in-house databases, project communication including telephone, facsimile, messenger/courier, duplicating and other communication costs. All other recruiting-related expenses such as travel of the recruiter or the candidates will be re-invoiced directly to the Client.

GUARANTEE of 12 months

- If a candidate employed at the Arthur Hunt's recommendation leaves the company before the completion of 365 days from the date of employment, we shall resume the process without charging any additional fees.

OTHER TERMS & CONDITIONS

MULTIPLE RECRUITMENT

- *If the Client employs more than one of the candidates introduced, for every additional recruitment Arthur Hunt charges a fee of 2/3 of the original fee set for the first recruitment. The above shall be effective for two years from the date of introduction of the candidates, regardless of the form of employment and the employing unit/division of the Client's organization.*

EXCLUSIVITY

- *We will assume that during the duration of our mandate we will be the only recruiting firm working on a given assignment. Experience has shown that it is not advisable, from either the Client's point of view or our own, for several firms to be involved in the same project. Additionally, we would expect our Clients to submit to our evaluation any internal or external applications which you become aware of and which you would like to be included in the assessment process.*

CONFIDENTIALITY

- *Arthur Hunt shall never use any confidential or sensitive information, received from a Client, for any other purposes than for the success of the assigned project. On the other hand, we also assume that any documents and information provided by us to our Clients will be treated as confidential and for their internal use only. The various detailed reports that you will receive on our candidates (CVs, Evaluation Reports, Progress Reports, References, etc.) shall never be sent to a third party outside of your Company.*

OFF-LIMITS

- *The Successful Candidate placed by Arthur Hunt is considered permanently off-limits which means they will not be offered another job by us again. We also undertake not to approach or take into consideration applications from executives working within the Client organization for which we perform a search assignment (during the search and one year after its completion).*