



PLACEMENT PROCEDURES (Permanent/Contract Staff)

Jo-Anne Mouttet & Associates submits resumes for client consideration in strict confidence in order to protect candidates. **CLIENT AGREES TO ENSURE CONFIDENTIALITY.**

- Should the Client wish to interview any of the candidates, arrangements are made through the Agency. Any contact between candidate and client **MUST** be channeled through the Agency. ***PLEASE REFRAIN FROM CONTACTING CANDIDATES DIRECTLY.***

When a candidate from **Jo-Anne Mouttet & Associates** has been selected by the client for a permanent/contract position, the following procedure is followed:

- ❑ The Client advises the Agency of acceptance of a candidate for permanent employment in their organisation, the required start date and salary offered. Agency will reference check on behalf of client if required
- ❑ The Agency advises the candidate of job offer with start date and conditions of employment in accordance with Client's instructions and the Agency confirms candidate's acceptance of job offer with the Client
- ❑ The Client is invoiced upon confirmation of job offer and acceptance. The agency's normal fee for permanent placement is one month's remuneration. Placement fee becomes due and payable on the date the candidate takes up the offered position.
- ❑ All permanent placements are guaranteed for a period of three months

Refunds – If a candidate is dismissed or leaves within the three month guarantee period, Jo-Anne Mouttet and Associates will replace free of charge. We require the opportunity to do this. If replacement is not possible, the refund structure is as follows (at a reducing balance of 10% per week or part thereof as indicated below:

Week 1 - 90%	Week 4 - 60%	Week 7 - 30%
Week 2 - 80%	Week 5 - 50%	Week 8 - 20%
Week 3 - 70%	Week 6 - 40%	Week 9 - 10%

Should a Client decide to refer, re-interview or hire any of the Agency's candidates within one year of the initial introduction, the Agency's permanent placement fee will apply at the time permanent employment is taken up. The agency's permanent placement fee will also apply if client refers our candidate to another department, branch or associate.

In confirmation of your acceptance, please sign and return this document to us.

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SIGNATURE
(Below, please print name in block letters & affix company stamp)

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Date