



Candidate Placement Services | Terms & Conditions as at October 2021

MYNEWJOB Limited (MNJ) delivers a full recruitment service whereby MNJ is engaged by a client to undertake various recruitment activities for a fixed period of time. This is called a recruitment campaign and normally is completed over a period of 4-6 weeks or longer depending on the complexity of the role and the number of staff required.

Recruitment activities typically include (but are not restricted to):

- ascertaining the client's recruitment needs
- writing job ads
- posting multiple job advertisements
- sourcing candidates that accord as closely as possible with the client's selection criteria
- screening initial applications and resumes
- conducting preliminary interviews
- pre-selecting the most appropriate candidates
- scheduling candidate interview times with client
- informing successful and unsuccessful candidates of outcomes
- conducting referee checks where possible

Candidate Placement Services

From time to time MNJ has a surplus of quality candidates for a particular role/client. When this occurs, MNJ will continue to work with the candidate to find a suitable employment opportunity for the candidate with their prior consent. These terms and conditions apply to this Candidate Placement Service.

Fee Structure

Candidate Placement Fee

A candidate placement/finders fee of between \$895-\$1995 will apply for candidates introduced and subsequently employed by you (the client), when an existing agreement between you and MNJ is not in place.

MNJ will inform you of the relevant placement/finders fee BEFORE any candidate details are passed to you, for your acceptance. The relevant fee will be included in an email along with candidate details.

Should a candidate introduced to you (the client) be passed on to a third party with a resulting engagement or placement of that candidate, then you will be liable for payment of the full fee as set out in these terms and conditions.

- GST to be added to all prices shown
- Pricing is in New Zealand dollars
- Pricing is subject to change without notice. Contact the team at MYNEWJOB for a quote

Regular Recruitment Campaigns

If you have a specific role to recruit and our team will be happy to provide you with pricing and terms of engagement for a regular recruitment campaign. Pricing varies regionally, so please contact our team at admin@mynewjob.nz to discuss your requirements in more detail.

Guarantee

Our services are calculated on a time spent basis; therefore, we do not offer fee refunds or a replacement guarantee.

However, we do take every care to validate the suitability of the candidate for the position being recruited, and the accuracy of the information they, and their referees, provide to us.

It is up to you to complete due diligence before making an offer of employment to a candidate. For the removal of any doubt, you shall have the final say on which candidate/s are to be hired.

Confidentiality

The introduction of all candidates to the client is made in the strictest confidence. Reports on candidates are highly confidential and should only be shared (on a confidential basis) with those parties who are directly involved with the recruitment assignment. MNJ is not liable for any breaches of candidate confidentiality.

Fee Payment

An invoice will be issued upon candidate start date with your company and is strictly payable within 7 days.

We do not send statements unless requested. In order to help us stay focused on delivering a high-quality recruitment service to you as a client, without debt collection concerns, you agree to pay our accounts promptly and as per these terms. Failure to pay within 7 days following the date of invoice will result in an overdue email being sent out. Every follow-up email, text or phone call we make with you will incur a \$20 fee in addition to your invoice amount. These follow-ups will occur weekly. Late payment shall also incur interest monthly at a rate of 20% pa. This will be payable on monies outstanding from the date payment was due until the date payment is received.

You are liable to pay our accounts on our agreed terms whether or not you have a right of recovery from a third party and whether or not a third party seeks a review of our charges.

If an account is not paid, we may choose not to do any further work and retain custody of work done until all accounts are paid in full or alternative arrangements are made.

Indemnity

Whilst every effort is made to ensure the suitability of a particular candidate, MNJ does not accept liability for any loss, costs or damages, however caused, arising as a result of the placement of a candidate.

Reference Checking & Suitability

MNJ will endeavour to ensure that candidates introduced to you are appropriate for the position you are looking to fill. However, MNJ will not be liable for any untrue statements or misrepresentations made by any candidates during interview or for the accuracy or completeness of information provided by a candidate or a third party such as referees and academic qualifications.

MNJ does not conduct specific skills testing unless requested by its' clients. In the event a client requests specific skill testing, MNJ will administer the tests on behalf of the client only if the relevant tests are readily available. MNJ uses third party on-line testing providers for skills testing and does not take responsibility for the test results. Costs of additional testing will be passed on to the client with a 15% processing surcharge.

Clients are wholly responsible for satisfying themselves as to the suitability of the candidate for the position offered prior to engaging the candidate.

Sign and return this form to admin@mynewjob.nz to agree to these Terms & Conditions.

I have read and agreed to the above Terms and Conditions.

Name			
Position			
Organisation			
Signature		Date:	

An email referencing and agreeing to these terms is also accepted.