

Professional Placement Specialists, Inc.
Specialized Medical Industry Recruiters

TERMS AND CONDITIONS

Although the bulk of our contracts with our clients are on a contingency basis, we have several ways to work with you to help you fill your important positions. Below is a description of the types of contracts we have, along with their fee structure.

**CONTINGENCY, EXCLUSIVE, AND PARTIALLY RETAINED
SEARCH SERVICES**

DEFINITIONS

Contingency – A contract is in place agreeing to pay a fee when, and only when, one or more of our candidates is hired.

Exclusive – The same as a Contingency agreement, with the exception that both parties agree that no other search firms will be engaged on the search for a pre-determined length of time (usually a minimum of 2 weeks).

Partially Retained – The same as a Contingency agreement with the exception that the client will pay a non-refundable engagement fee of \$2,500 to ensure this search is treated as a priority, and will be deducted from the final fee. This allows us to operate in a more thorough manner for you, and ensures a commitment from both parties to get the position filled quickly.

TERMS

Search Fee – The fee for our services is 25% of the candidate's base salary.

Payment Terms – Payment must be received within 10 business days of the candidate's start date. Payments that are received after that time will void the guarantee, and will be subject to a 5% late fee.

Guarantee – If a candidate leaves for any reason (except reduction in force) within the first 30 days of employment, we will refund 1/30 of the fee for each calendar day not worked during that time, or replace the candidate at no additional charge. The method chosen is up to the client.

Note: we have NEVER had to enforce our guarantee. Our candidates stay on the job!

ADVANTAGES OF EXCLUSIVE-RETAINED SEARCHES

Simplicity - You deal with only 1 agency and eliminate any duplicate candidate submissions. This also allows us time to pre-screen candidates and only send the best as opposed to sending any possible resume hoping to be the first, and making you do all of the screening.

Accountability – Your commitment to us is partnered with our commitment to you. We're with you until the position is filled, and will provide weekly progress updates. In traditional contingency searches you may have several recruiters working on the search, but after about 2 weeks recruiters will move on to other, easier searches - leaving you wondering if anyone is actually working on your search.

Speed – Your search becomes more focused and efficient. You eliminate having several recruiters throw resumes at you as fast as possible to be the first to submit a candidate, many times without ever speaking to the candidate and having you find out later they are not interested. And you don't have to explain what you're looking for to several recruiters, or respond to all the poor resumes as to why they are not a fit. This saves you time and effort.

Thoroughness – Since we don't have to worry about being the first to submit a candidate, we can take the time to carefully screen candidates for matching skills, motivation, and cultural or personality fit with your group.

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RETAINED SEARCH SERVICES

Under our retained search program, PPSI will be given exclusive rights for the recruiting, screening, and introduction of candidates for a specific position prior to their employment interviews.

Search Fee – The fee for this service is 30% of the candidate's first year base salary.

Payment Terms – A retainer of one-third of the estimated search fee is due upon acceptance of the assignment. A progress payment of one-third is due 30 days after the assignment begins, and the balance is due upon the candidate's first day of employment (adjusted for the accepted salary).

Expenses – All approved telephone, overnight delivery, and travel expenses directly related to the assignment will be billed separately. These charges will be kept to a minimum.

Guarantee – If the placed candidate voluntarily leaves or is fired for cause within the first 60 days of employment, we will find a suitable replacement within a reasonable period of time following the termination.

For any further information or industry references, please give us a call.