

Direct Recruiters has been recognized as the relationship-focused search firm that assists top-tier organizations with recruiting, acquiring and retaining high-impact talent for mission-critical positions. We have been a trusted partner for some of the most progressive companies in the industry.

## COMMITMENT FROM DRI

1. Direct Recruiters' Practice Area Team will study our CLIENT COMPANY'S culture to aid in identifying, attracting, and hiring suitable candidates.
2. DRI will communicate with CLIENT COMPANY team members identified as specific to a search.
  - a. DRI and CLIENT COMPANY will have a "NEEDS ANALYSIS" conversation. This communication will establish a mutually agreed upon position profile for each new search.
3. DRI will pre-screen all candidates before presenting information officially to CLIENT COMPANY.
4. DRI will provide candidate availability for interviewing and will assist in scheduling travel arrangements, agendas, etc. as needed.
5. DRI will present selected candidates either verbally or in writing. The summary will include how the candidate fits the position profile and will include:
  - a. skill sets matching position requirements
  - b. accomplishments illustrating proven performance
  - c. candidate motivations for change
  - d. challenges which may potentially be faced with each candidate; including relocation and compensation issues, and others as deemed relevant during the search
6. DRI will provide in-depth interview feedback to both CLIENT COMPANY and the candidate.
7. DRI will maintain post-acceptance and resignation follow-up to aid in the candidate's transition and onboarding.

## COMMITMENT FROM CLIENT

1. Work with DRI to arrange "needs analysis" call with appropriate leadership at "CLIENT COMPANY."
  - a. Allow for 30-60 minutes
  - b. Provide first-hand information necessary to effectively recruit, screen, attract and present appropriate candidates
  - c. Provide "company sizzle" to help us tell the story and sell company to prospective candidates
  - d. Client agrees to make a concentrated effort to provide preliminary compensation estimates for each candidate prior to an on-site interview. This information will not be shared with the candidate but will be used solely as a guide to assist in "pre-closing" the candidate's financial requirements
  - e. Client will provide DRI with candidate names already in process to help DRI focus on candidates that are new. This saves countless hours of wasted phone time to get to the right people and avoids duplication of efforts
  - f. Client will inform DRI of any changes in the job specification
    - i. Salary
    - ii. Location/hybrid/remote
    - iii. Adjustment in skills required
2. CLIENT COMPANY agrees to return phone calls within two business days.
3. CLIENT COMPANY agrees to provide feedback on resumes provided within two business days of resume submittal.
  - a. If CLIENT is passing on a candidate, CLIENT agrees to provide information regarding why the candidate is not a fit for the position. This feedback improves DRI's sourcing and recruiting efforts.
  - b. If CLIENT wants to interview, times, process and interviewers will be shared with DRI.
4. CLIENT will supply feedback to DRI Team following each interview.
5. CLIENT agrees to make a concerted effort to prepare an offer within three business days from a decision to hire.
6. CLIENT will share offer with DRI.
7. CLIENT will work with DRI to determine start date and begin onboarding process.