
Recruitment Proposal

To

From

Introduction

Thank you for considering us as your recruitment partner. We are excited about the opportunity to assist your company in fulfilling your human resources needs. We understand the critical importance of finding the right talent to help your company grow. Below is our proposal outlining how we can support your recruitment efforts.

We pride ourselves on delivering tailored recruitment solutions that align with our clients' specific needs, ensuring that the candidates we place are not only qualified but also a great cultural fit for your organization.

This Proposal is valid until _____. We look forward to the opportunity to discuss this proposal in further detail and explore how we can support your organization in achieving its human resources goals. If you have any questions about the scope of services or the term and conditions, please reach us via _____ or _____.

Name

Title

Date

Signature

Scope of Services

Our recruitment services cover the following key areas to ensure a comprehensive talent acquisition process:

Job Analysis & Role Definition	We will work closely with your team to define the job roles, responsibilities, and qualifications necessary for the vacant positions.
Candidate Sourcing	Utilizing a combination of industry networks, job boards, and social media, we will source a diverse pool of qualified candidates.
Screening & Shortlisting	We will conduct initial candidate screenings, including reviewing resumes, conducting phone interviews, and assessing qualifications to provide you with a shortlist of the best candidates.
Interview Coordination	We will assist in scheduling and coordinating interviews between the shortlisted candidates and your internal team.
Background Checks & References	We will conduct background checks and verify references for the selected candidates to ensure they meet your organization's standards.
Offer Negotiation	Once a candidate has been selected, we will assist with offer negotiations
Onboarding	We conduct the onboarding process of new team member to ensure a smooth transition into your organization.

Recruitment Process

Our recruitment process is structured to provide efficiency and transparency throughout each stage of our service. Firstly, we will meet with your team to understand your hiring needs, company culture, and position-specific requirements. Then, we will begin sourcing candidates, leveraging various platforms, networks, and databases. We will screen candidates based on the criteria established in the initial consultation.

After a thorough evaluation, we will provide a list of the top candidates for review. We will include detailed profiles, including top qualifications, experience, and key attributes. We will also facilitate interviews, both virtual and in-person, and provide feedback from the candidates after each stage.

Once you select a candidate, we will assist with salary negotiation, contract terms, and any additional requirements to ensure mutual satisfaction. As final stage, we will support the onboarding process by ensuring the candidate's smooth integration into your organization.

Fees and Payment Terms

The monthly service price to be paid by the Client is _____. Additionally, a placement fee of _____% of the candidate's first-year net annual salary will be charged for each successful hire.

Service fee shall be paid on _____ day of each month. Placement fee is due within _____ days of the candidate's start date. A late fee of _____% will be applied to all payments. Continued failure to pay may result in the suspension of services until the outstanding balance is settled.

Invoices of placement fee will be sent upon the candidate's acceptance of the offer or at the commencement of the contract.

Recruitment Company

Name

Date

Signature

Client's Approval

Name

As of the date of _____, the Proposal and the term and conditions have been approved.

Signature



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