

# Candidate Recruitment Services

Fee Structure + General Terms & Conditions  
Effective July 2023 (V2.5)



First Class  
HR SOLUTIONS

# Service Inclusions

Inclusion	
Standard Advertising For Roles	X
Dedicated Head-Hunt by Talent Partner	X
Video Screening Interviews	X
Reference Verification	X
Digital Reference Checks (with Verification) OR Phone Reference Checks X 3	X
Access to all candidates on file	X
Salary Negotiations	X
Contract Review/ Generation	X
Access to Online Induction Program (inc WHS, Customer Service etc)	X
Employment Guarantee	120 Days
Vacancy Advertised as required (non-branded)	X

# Fee Structure - Schedule A

	% Fee Recruitment Service
Salary up to and \$99,999	12%
Salary between \$100,000 and \$149,999	16%
Salary above \$150,000	22%

\*Salary is inclusive of Superannuation and other legislative requirements as set out by relevant Fair Work Legislation.

# Additional Add-Ons - Schedule B

Service	Fee (+GST)
Additional Reference Checks	\$80.00
Psychometric Assessment	POA
DISC Profiling	POA
Job Description Creation - Basic	\$80.00
Job Description - Advanced	\$150.00
Food Safety Supervisor Training - NSW (Delivered via our Preferred RTO)	\$160.00
Food Safety Supervisor Training - All Other States (Delivered via our Preferred RTO)	\$110.00
General Food Handling Training	\$45.00
Other Client Request Training	POA

## Terms & Conditions

For a copy of our Full terms and conditions, please contact your Recruitment Consultant or email [admin@firstclasshrsolutions.com.au](mailto:admin@firstclasshrsolutions.com.au)