

## Recruiting Agreement

**Between Consultant:**

**Michael A. Campion, Ph.D**  
Campion Services, Inc. (DBA: Campion Recruiting Services)  
403 West State Street  
West Lafayette, Indiana 47907-2056  
765-494-5909

**And Organization:**

Org Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Org Representative	_____

Let this letter serve as an agreement between the above parties for the purpose of the consultant providing recruiting services to the organization. The conditions of this agreement are listed below.

1. The fee is 25% of the new hire's first year gross compensation, including a reasonable estimate of any commissions, yearly bonuses, signing bonuses, and other incentives, as indicated in the offer letter to the candidate or as agreed upon at the time the search assignment is initiated. The fee is on a contingency basis and only paid if a candidate is hired. (For organizations that have policies not to pay on bonuses, the fee can be 30% of base only, if agreed upon at the time the contract is signed.)
2. There is a \$5,000 nonrefundable initiation fee to cover half of the administrative costs of conducting the search. The consultant pays the other half. If a placement is made, this fee will be applied to the 25% fee described above. The search will continue for 6 months or until a placement is made, whichever comes first.
3. Should the organization hire a candidate on a part-time or contract basis (instead of on a full-time basis), the fee shall be 25% of the first two year's total candidate billable hours (or other fee basis). This applies for two years for all projects or services from the start of the first project or service conducted by the candidate for the organization. The calculation of fees excludes normal expenses incurred by the candidate in the course of the project(s) (e.g., travel, phone, supplies, postage, etc.).
4. The organization will notify the consultant within 10 days of the acceptance of a job offer. An invoice will then be sent to the organization, and payment is due within 30 days.
5. If a new hire quits the organization or is terminated for cause (not reduction in force) within 180 days, then 50% of the fee will be refunded (excluding initiation fee), or a new search will be conducted for 50% of the normal fee (50% of 25%).
6. At the beginning of the search, the organization will inform the consultant of any candidates currently being considered. This will avoid recruiting candidates that are already identified, and will clarify which candidates are identified through the search.
7. A recruited candidate is defined as either someone referred by us or someone who contacts the organization directly as a result of us making the candidate aware of the position.
8. The fee is payable if a recruited candidate is hired by the organization for any position within 2 years of the end of the search.
9. This agreement is fulfilled when an offer for employment is made and accepted.
10. Because a search involves substantial effort and expense on the part of the consultant, it is expected that the organization will: (a) give the candidates full consideration, including at least a phone interview with each referred candidate, (b) make hiring decisions in a timely manner (e.g., month or so), and (c) give the consultant specific and detailed feedback on unsuccessful candidates so that the search can be refined.

\_\_\_\_\_  
(consultant)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(org representative)

\_\_\_\_\_  
(date)