



## Recruitment Services Agreement

Employer / Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name and Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

### I. Purpose

This agreement is intended to provide the employer and CareerSource Okaloosa Walton with specific, agreed upon roles and responsibilities within the recruitment and screening processes. This agreement will also provide timeframe guidelines that all parties agree and adhere to.

### II. Scope of Talent Acquisition Services

Our talent acquisition objective is to identify, qualify, and deliver candidates who meet your job specifications resulting in hiring and retaining the most talented candidates.

### III. CareerSource Okaloosa Walton agrees to provide the employer with:

**Job Postings** Yes  No

- The ability to post a job ad on the State of Florida Job Board, [www.employflorida.com](http://www.employflorida.com).
- The opportunity to display your job on our Hot Jobs section on our CareerSource Okaloosa website, social media (Facebook, Twitter, and LinkedIn) and daily newsletter at least once.
- The opportunity to feature your job ad and company logo on our daily newsletter at least once.
  - Note: Our daily newsletter reaches an audience of 10,000 job seekers and community partners.

**Candidate Pre-screening** Yes  No

- A job listing on the State Job Board, [www.employflorida.com](http://www.employflorida.com).
- A recruiter who will act as your direct recruiter receiving resume/applications and conducting a thorough candidate match.
- A candidate file search for the hiring event based on specific job order criteria.
- The use of pre-employment assessments to identify the best candidates for the job.
- A candidate matrix and resumes of strong candidates for the job.
- The use of meeting room space to conduct interviews.

**Recruitment Events** Yes  No

- Recruitment Event (s) at: \_\_\_\_\_
- The opportunity and priority to participate in our mini-job fairs and job fairs depending on availability.
- Company name, job, and/or logo visibility on event flyers, which are distributed among community partners and market on the various media (daily newsletter, social media and internal case managers).
- A candidate file search for the hiring event based on specific job order criteria.
- Access to *walk-in* candidates – at employer discretion.
- An Account Manager that will act as your direct liaison.
- A copy of the event job seeker sign-in sheet.

**Pre-employment Assessments**    Yes  No

- Use of validated pre-employment assessments to identify right candidate.
- Access to assessment reports to ease your hiring decision.

**Interview Meeting Room Space** Yes  No

- Meeting room space for interviews at: \_\_\_\_\_
- An Account Manager who will act as your direct liaison and will assist with the coordination of your event.
  - Your Account Manager is: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - E-mail: \_\_\_\_\_

**IV. The employer agrees to provide CareerSource Okaloosa Walton with:**

- A list of new hires including **name, start date, position and wage rate**. Such information is provided to the State of Florida for statistical and accountability purposes. All information received is deemed confidential.
- A specific job description for each vacant position at least ten (10) business days in advance of the scheduled event.
  - **Note:** Scheduling the hiring event or mini-job fair with a minimum of ten (10) business day notice will allow staff to properly file search and market your event. Events may be scheduled with fewer than ten (10) business day notice, but they will result in fewer “scheduled” and walk-in candidates as all job fair activities may not be completed.
- Information on any special hiring event or application requirements or needs.
- At least one (1) business day notice to cancel or reschedule an event. Please contact your Account Manager if you need to cancel or reschedule an event.
- Assurance that the employer will stay for the entire length of the scheduled event.
- For screening services purposes, assurance that the employer won’t make a hiring decision before receiving and reviewing the candidates referred by our office.
- For pre-employment assessments, acceptance of the use of our assessment invitation letter to communicate the assessment instructions with job applicants.

**Failure to fulfill the above terms and conditions may result in the termination of this agreement.**

**Please sign below in acknowledgement to the terms and conditions outlined above.**

**Employer Representative’s Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CareerSource Okaloosa Walton Representative’s Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Expires** \_\_\_\_\_