



Small Business Saver Terms of Business

MACRO shall provide a full service recruitment service to assist in hiring a permanent employee.

The offer is only valid for companies with less than ten employees.

The fee is \$1500 + GST and includes:

- **Search Services:**
MACRO will post a job advert on SEEK, Indeed, and 15 free job boards, MACRO's social media, a native advert on Google, Facebook and LinkedIn, email and text job alerts to MACRO's database. These mediums access the majority of Australia's workforce.
- **Selection Services:**
For 30 days after starting, MACRO will screen applicants via interviewing, reference checking and psychometric testing. MACRO will screen all applications against the Employers screening criteria, the applicant's production history, behaviour profile, motivations and technical knowledge.
- **Related Administration Services:**
MACRO will field questions from all applications. MACRO will provide a shortlist of the top 5% of applicants to the Employer. The Employer will interview applicants and make a final decision on hiring. MACRO will assist in coordinating interviews and employment offers.

This offer expires 1st March 2018

Payment Terms

All prices quoted are exclusive of GST.

Payment is required in advance of starting the Search Service.

The fee is not refundable.

Privacy

The Employer agrees not to disclose candidate details to a third party and furthermore to respect the privacy of the candidate and treat such information in accordance with the privacy laws of Australia.

Suitability & Liability

MACRO endeavours to ensure that all candidates introduced are suitable for the position. Notwithstanding this, the Employer shall satisfy themselves as to the suitability of any introduced candidate, and shall investigate any references, qualifications, and evidences of medical history (if required) provided by the candidate and/or MACRO before engaging the candidate.

Neither MACRO nor anyone acting on our behalf can accept liability for the accuracy of any information supplied in relation to candidates, whether this concerns employment history, qualifications or personal circumstances or any other matter whatsoever.

MACRO is not responsible for any loss, expense, damage or delay, however occasioned. MACRO is not liable for any injury, loss or damage to persons, property or business arising directly or indirectly from any act or omission of the candidate or MACRO even if the act or omission is negligent or fraudulent or reveals dishonesty.

Acceptance

Acceptance is made either by the Employers legal representative signing and returning this document or confirming acceptance by email

Please return a signed copy of all pages of this agreement to MACRO by email to Jobshop@macrorecruitment.com.au

Agreed to by _____ (Employer)
ABN: _____

Signature: _____
Name and role: _____
Date: ____/____/____

AND

MACRO Recruitment
ABN: 25 103 297 552

Signature: _____
Name and role: _____
Date: ____/____/____