

CFO Hawaii Recruiting Fee Agreement

Dear potential employer:

Thank you for logging in and completing the Potential Employer's Application Form for just the right person from our ever growing database of talented accounting/finance professionals. We appreciate your business and strive to provide the most cost efficient matching of the most qualified job seekers with your specific needs.

Please review the following terms and indicate your approval by signing below:

1) Placement Fees: All fees are payable by the employer and are contingent on the hiring of a candidate referred to you by any of our employees or agents. The fees are based upon the agreed Annual Compensation times 15% to 20% (final amount to be determined). Part-time employment fees will be calculated on the percentage of time the employee is expected to work in one year multiplied by the equivalent full-time Annual Compensation. Annual Compensation should include bonuses, commissions, additional hours and agreed to salary increases from higher pay rates over the course of the first year of employment. The fee applies to all candidates referred by us and hired by you or an affiliate or any other entity as a result of subsequent referrals to you, either as an employee, consultant or independent contractor within six (6) months from the date of our last referral.

All fees will be billed on the job seeker's first date of employment. Fees are subject to applicable General Excise Tax (GET) and are payable ten (10) calendar days from the invoice date. Late payments are subject to a 1.5% late fee per month. If payments are not made timely and a collection agency or attorney is hired to obtain collection, the employer is also required to pay for all these costs.

2) Guarantee: Should the employee leave or be terminated within 30 days of starting work, CFO Hawaii will replace that employee for the same position at no additional fee or will provide a credit for the fee paid to be applied against any future invoices.

3) Confidentiality: Personal data, resumes and the fact that a job seeker is even looking for a job is strictly confidential and for the client's personnel use only. You agree not to divulge this information to anyone who does not have a hiring need to know the information and to keep these records strictly confidential in the manner customary with other sensitive personnel records.

4) Temporary Hires: The bill rate for temporary employees varies based on the job description, requested qualification and experience level and needs of the job seeker. Our hourly bill rate includes all the employer costs such as advertising, screening, testing, employer taxes (TDI, SUTA, Social Security), insurance, payroll processing and much more. The bill rates are negotiable and we continually strive to keep your rates as competitively low as is feasible. If you would like to convert a temporary to a full-time employee, the Placement Fees (see section 1 above) will apply. However, special discounts are available at negotiated rates on a case-by-case basis.

5) Entire Agreement: This agreement shall constitute the entire agreement between the parties and any prior understanding or representations of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

By checking the box below, you are representing that you are an authorized employee of the company and hereby agree to the terms of this agreement.

In addition, please print and sign this agreement that:

I (print full name), _____, (signature), _____

Title _____, on this date _____ hereby agree to the terms of this agreement.

Please sign and email a scanned copy to dlaeha@cfohawaii.com: