



## Change Recruitment

### Change Recruitment Programs

If you are looking to recruit a new member of staff for your team, we have a number of recruitment solutions that may be suitable dependant upon the level, the speed, the specific experience and the process that you would like to go through.

### Change Media

- If you require one or more members of staff
- Usually at a more general level, e.g. Sales Exec, Technician or Parts Assistant
- Combined advertising and recruitment campaign

### Change Online

- For speedy and efficient recruitment
- No obligation
- Use of our much-envied Change Directory to provide candidates
- Charged on a success only basis

### Change Search

- Usually to recruit a specific probably more senior level member of staff
- Head hunting approach
- We continue until we find your man
- Totally pro-active

### Approach

At Change we pride ourselves on our level of customer service by ensuring that a fully accountable sixteen-step process supports all of our recruitment programmes. Further to this, we use innovative methods in terms of bringing new blood into the trade; for example, our Jobs for the Girls marketing programme which aims to increase the number of women within the sector. When the correct candidates have been found, our changeme technology, Recruitment on the Move and Videocruit approach then ensures that both candidate and client enjoy an experience that they will not forget.

### Note

If you have a larger staff requirement, please see our Selection and Academy programmes



## Change Recruitment

### Change Media

Where either a number of staff are required, or a 'promotionally led' campaign is necessary, Change Media can provide the ideal solution. We are able to select the correct media, negotiate the best price, draft and submit the ad-copy, pro-actively handle the response both over the telephone and by conducting face-to-face interviews, then submit a suitable shortlist. Further, we are able to combine this with an extensive search using our much-envied Change Directory to ensure that all the bases have been covered.

### Fee Structure

- Advertising costs are borne by the client
- Artwork / setting costs are borne by the client
  
- Dealer based positions have fixed fees dependant upon level
- Supply companies and manufacturers have fees based upon a percentage of the annual salary
- Please contact us for more details

### Free Replacement Period

If the candidate leaves within the pre-determined free replacement period we will provide a further shortlist, and if one of these candidates is subsequently selected, no further fee will be due. If any further advertising is required, this is the responsibility of the client.

### Payment Terms

- An invoice will be raised when a candidate accepts an offer, and this will become payable within seven days of the candidates start date
- Advertising and artwork costs are payable prior to booking
- If business expenses have been agreed, these will become payable at the conclusion of the process and will be supported by VAT receipts
- VAT charged at the prevailing rate



## Change Recruitment

### Change Online

Our Online service provides the sourcing of automotive personnel through our much-envied Change Directory and these are charged for on a success only basis – ‘it is free to see’. Initially we will meet with you to establish the job description and personal profile. Then, by using our live Directory, networking ability and Partner expertise, we will provide you with a short list of pre-interviewed, referenced candidates. We will then work alongside you in coordinating and managing the interview process, and finally upon successful selection, and only then, do our fees become payable.

### Fee Structure

- Dealer based positions have fixed fees dependant upon level
- Supply companies and manufacturers have fees based upon a percentage of the annual salary
- Please contact us for more details

### Free Replacement Period

If the candidate leaves within the pre-determined free replacement period we will provide a further shortlist, and if one of these candidates is subsequently selected, no further fee will be due.

### Payment Terms

- An invoice will be raised when a candidate accepts an offer, and this will become payable within seven days of the candidates start date
- If business expenses have been agreed, these will become payable at the conclusion of the process and will be supported by VAT receipts
- VAT charged at the prevailing rate



## Change Recruitment

### Change Search

When a higher profile or specifically experienced candidate is required, our Search programmes are the natural choice. By using commercially tested, fully accountable 'search' methodology, we can identify, approach and interview the right person for the job. Our proven selection formula is seen as the most extensive service available in the motor trade to take you from a blank sheet of paper to a market-leading recruit. This service is available as an enhanced 'Online' service, 'Contingency Search' or as a full 'Search and Selection' process should you require a senior Manager. Fees are charged in three stages, upon instruction, after first interview and at successful placement.

### Fee Structure

- Contingency Search is charged at a percentage of the First Years Guaranteed Package with a three-month free replacement, 25% of the fee upon instruction, 75% of the fee when a candidate starts
- Search and Selection is charged at a percentage of the First Years Guaranteed Package with a six-month free replacement, 33% of the fee upon instruction, 33% of the fee after first interviews, 33% of the fee when a candidate starts

### Free Replacement Period

If the candidate leaves within the stated free replacement period we will provide a further shortlist, and if one of these candidates is subsequently selected, no further fee will be due. If the profile / job role changes then a further instruction fee (and first interview fee if applicable) may become due.

### Payment Terms

- An invoice will be raised when the instruction is accepted with seven day terms
- An invoice will be raised following the first interviews (if applicable) with seven day terms
- An invoice will be raised when a candidate accepts an offer, and this will become payable within seven days of the candidates start date
- If business expenses have been agreed, these will become payable at the conclusion of the process and will be supported by VAT receipts
- VAT charged at the prevailing rate



## Change Service Level Agreement

Company Name ..... Company Number .....

Contact Name ..... Position .....

Job Title ..... (Vacancy)

Vacancy Number .....

..... (Insert company name) agree to:

Change agree to:

Selected Media / Size / Colour / Format / Booking & Copy Deadlines

Fee .....

Payment Profile .....

Business Expenses .....

Replacement Period .....

Signed ..... Date ..... (Company)

Signed ..... Date ..... (Change)



## Change Recruitment Terms and Conditions

1. The following Terms and Conditions (the Terms) constitute the entire contract between Change and any subsidiary, associated company or partner (the Company) and any person, organisation or company (the Client) who employs an applicant introduced by the Company (an Applicant). No variation of these Terms will be binding upon the Company unless such variation is in writing and is signed by a Director or Partner of the Company.
  2. The Company's fee for the introduction to the Client of an Applicant employed by the Client shall be as detailed. Notwithstanding, the minimum fee in respect of all placements will be £X unless otherwise confirmed in writing by the Company.
  3. Where a Client instructs the Company to find an Applicant, the Client shall pay at the time of instruction either any costs attributed to a specific advertisement or any agreed advance payment or payments whether or not it leads to an engagement. The instruction shall be deemed to exist until its withdrawal is confirmed to the Company in writing. This payment is not refundable.
  4. If an Applicant introduced by the Company is employed by an associated company or organisation of the Client or any one to whom the details of the Applicant have been passed by the Client the fee set out will be payable by the Client who shall, for the purposes of these Terms, be deemed to have actually employed the Applicant. Further, if an Applicant is employed by the Client in a position other than the initial position agreed then the Company would charge the Client in accordance with the level at which the Applicant has been employed as detailed in clause 2.
  5. If an Applicant is employed by the Client (or deemed to be employed by the Client for the purposes of clause 4) within twelve months of the date upon which the Company introduced the Applicant to the Client, a fee in accordance with clause 2 will be payable.
  6. The Company does not recognise trial periods for Applicants. If an Applicant leaves the Client's employment within the first ninety days then a shortlist of further Applicants will be provided. If the Client then subsequently employs one of these Applicants, then no further fee will become due. No such replacement will however be made unless the following conditions have been fulfilled.
    - a) The invoice has been paid within the specified period in full.
    - b) The Company has been notified in writing within seventy-two hours of the Applicant giving or receiving notice or of the employment actually terminating if no notice is given or received.
- Any further advertising placed at specific request of the Client will be invoiced separately and such invoices must be settled within seven days of the date of invoice irrespective of the date of insertion of the advertisement.
- If the Client re-engages the Applicant within twelve months of termination then a fee in accordance with clause 2 will be payable for the replacement Applicant.
7. These Terms shall apply in the event of a Client employing or being deemed to employ any employee of the Company.
  8. The Client is solely responsible for taking up an Applicants references and for satisfying itself as to the suitability of an Applicant for any vacancy. The Company cannot accept responsibility for any statement or representation made about an Applicant, whether or not in writing, nor can it accept responsibility for any loss, expense, damage incurred directly or indirectly by the Client in respect of any Applicant.
  9. For the purpose of these Terms an Applicant shall be deemed to be employed by the Client whether engaged under a Contract of or for Services.
  10. An Applicant shall be deemed to have been introduced to the Client by the Company notwithstanding the fact that the Client already knew the Applicant.
  11. The Terms shall be deemed to be accepted by and binding upon the Client upon any Applicant being interviewed by the Client or upon offer of employment being made by the Client to an Applicant which ever shall first occur.
  12. For work performed on behalf of UK registered companies all amounts invoiced will be subject to VAT payable at a rate of 17.5%.
  13. The fee becomes payable within seven days of an Applicant commencing employment with the Client. The Invoice will be submitted to the Client upon the Client making an offer of employment to and the Applicant accepting an offer from the Client. The Company reserve the right to charge interest on fees overdue by more than seven days at the rate of 3% per annum above the basic rate of HSBC Bank Plc accruing from day to day from the date payment is due until payment in full.