

**Date:** [Insert Date]

**Between:**

[Recruitment Agency Name]

[Address]

[City, State, Zip]

**And:**

[Client Company Name]

[Address]

[City, State, Zip]

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# Contingency Graduate Recruitment Campaign Fee Agreement

This agreement outlines the terms and conditions for the graduate recruitment campaign managed by [Recruitment Agency Name] for [Client Company Name].

## 1. Scope of Service

The Agency will source, screen, and present qualified graduate candidates for the [Insert Year/Program Name] Graduate Intake. Services include [Job Posting/Initial Interviewing/Assessment Center Support].

## 2. Contingency Fee Structure

Fees are payable only upon the successful hiring of a candidate introduced by the Agency. The fee for each graduate hired shall be [Insert Percentage]% of the candidate's first-year gross annual salary.

## 3. Payment Terms

Invoices will be issued on the candidate's first day of employment. Payment is due within [Insert Number, e.g., 14] days of the invoice date.

## 4. Rebate Period

Should a hired candidate leave the Company within the first [Insert Number, e.g., 12] weeks of employment, a rebate of the fee will apply as follows:

- Weeks 1-4: [Insert %] Refund
- Weeks 5-8: [Insert %] Refund
- Weeks 9-12: [Insert %] Refund

(Note: Rebates do not apply if the candidate is made redundant.)

**5. Candidate Ownership**

A candidate's introduction is valid for a period of [Insert Number, e.g., 12] months. If the Client hires the candidate for any position within this timeframe, the agreed fee remains payable.

**6. Confidentiality**

Both parties agree to keep the terms of this agreement and candidate personal data confidential in accordance with data protection laws.

**7. Acceptance**

By signing below, or by interviewing a candidate presented by the Agency, the Client accepts these terms.

**For [Recruitment Agency Name]:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For [Client Company Name]:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_