Recruitment and Search Services (including Service Categories within the Services)

<table>
<tr><th>#</th><th>Service Category</th><th>Summary</th><th>Activities</th></tr>
<tr><td></td><td>Pricing structure for General Recruitment and Executive Recruitment Services</td><td colspan="2">Services for General Requitement or Executive Recruitment Services can be provided as bundled or unbundled services, or a combination of both.

Bundled Fees are set out in Schedule 3, Table 1A and 1B, and are all-inclusive maximum fees. Pricing tables are set out on the basis of the number of vacancies available (1-20 vacancies), with pricing for bulk recruitments of greater than 20 vacancies on the basis of a quote. Bundled fees are payable on completion of the relevant process, or if nominated by the Entity in an Order, on a milestone basis.

Unbundled services are set out in Schedule 3, Table 2, and are priced on an hourly rate per the required Service Provider Personnel Classification and Expected Work Level Standards (Annex A to Schedule 3). The Personnel Classifications relate to Service Provider personnel and are set out against classification levels 1-3. Assessment Testing fees are the exception to the hourly rate structure. The pricing for Assessment Testing is per candidate undertaking testing, with three categories of testing available – Psychometric, Cognitive and Behavioural Testing.</td></tr>
<tr><td>1A</td><td>General Recruitment Services</td><td>Recruitment of the following ongoing and non-ongoing (including casual) types of personnel:

• Australian Public Service - APS1 to EL2, or Entity equivalent

Note: Includes entry level programs e.g. interns, school leavers, graduates and trainees (or Entity equivalent programs).</td><td rowspan="2">Categories 1A and 1B: General Recruitment and Executive Recruitment Services

Where the Service Provider is providing General Recruitment Services and/or Executive Recruitment Services, an Entity may require the Service Provider to provide:

• an “end-to-end” recruitment process (“Process”) in which case the Service Provider must provide all of the Bundled Activities (to the extent requested by the Entity) in respect of that Process, and the applicable Bundled Fee in Schedule 3 (Pricing) will apply in respect of that Process; or

• a process that is not “end-to-end” or which comprises only certain Bundled Activities or Unbundled Activities, in which case the relevant Unbundled Fee in Schedule 3 (Pricing) will apply to those activities.</td></tr>
<tr><td>1B</td><td>Executive Recruitment Services</td><td>Recruitment of the following ongoing and non-ongoing types of personnel:

• SES Band 1 to SES Band 3, or Entity equivalent
• Statutory appointments</td></tr>
<tr><td></td><td>Bundled Activities Summary</td><td colspan="2">Screening and Shortlisting – assisting with preparatory activities for recruitment processes, receiving and acknowledging receipt of applications, utilising the Entity recruitment management system (if any), responding to enquiries from candidates in a sensitive manner, managing candidate experience and expectations throughout the process, preparing summaries of candidate responses, providing pre-employment screening of references, qualifications, and skills, undertaking preliminary screening interviews/phone calls, consulting with Entity decision makers to determine a shortlist of candidates, providing a summary of shortlisted candidates

Interview and Verification – preparing suitable questions for interviews, coordinating interviews with candidates and selection panels, coordinating assessments for assessment centres, designing assessment centres, providing observers, facilitating interviews, providing reasonable adjustments for eligible candidates, providing assistance with interviewing (including providing scribes and participating in interviews where required), providing advice to selection panels, providing ongoing candidate management, undertaking and documenting detailed reference checks, validation of claims by candidates and verification of candidates’ qualifications

Selection Reporting – preparing a final selection report for review and approval by Entity decision makers (which may include e.g. a summary of candidates and an initial assessment of each candidate’s claims against the position requirements), briefing Entity decision makers on the outcome of earlier stages in the recruitment process (e.g. screening, assessments and/or interviews)

Notify and Debrief – communicating with successful and unsuccessful candidates in a timely manner, negotiating terms of engagement, coordinating notification of outcomes to candidates, providing timely and constructive feedback to candidates on their performance throughout the process</td></tr>
<tr><td></td><td>Unbundled Activities Summary</td><td colspan="2">Formulating Position Requirements – drafting and/or reviewing candidate information packs including position description, requirements, selection criteria and expectations of the role; designing an assessment methodology that aligns with the capabilities required

Preparation for advertising – assisting with preparing advertisements for positions in accordance with the Entity’s instructions, RMG 408 and relevant legislation, including preparing advertising and marketing approach and strategies, and developing appropriate advertising documentation and text</td></tr>
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		Note: this "Preparation for advertising" Unbundled Activity cannot be provided as a standalone Unbundled Activity, but may be provided together with one or more Bundled Activities or Unbundled Activities. ***Assessment Testing*** *– undertaking or facilitating the following types of testing of candidates (including recommending and providing contemporary assessment tools and technical support for testing tools)* ***Cognitive Testing –*** *may include abstract reasoning, numerical skills, written case studies, language proficiency, aptitude tests* ***Psychometric Testing –*** *may include face to face testing at professional suites or virtual platform to assess emotional intelligence, cognitive or analytical profile.* ***Behavioural Testing –*** *may include personality profiling, behavioural interviewing, situational judgement assessments, strengths, cognitive functioning* ***Additional Recruitment Activities*** *– any additional activities related to General Recruitment and/or Executive Recruitment that are specified in a Contract. For example, this may include the provision of neurodiversity-focused recruitment activities, such as activities focussing on candidates with neurodiversity (including candidates on the autism spectrum), and the provision of "market intelligence" such as informing the Entity about candidate demand and providing market data and insights (e.g. market availability/maturity for specific recruitment categories)*	
	Pricing structure for Expert/Specialised Role Search	Expert/Specialist Role Search Fees are set out in *Schedule 3, Table 4*. Pricing is on a **per vacancy** basis. **Additional** Expert/Specialised Role Search fees are set out in *Schedule 3, Table 5*. Pricing is on an **hourly** basis according to the Service Provider Personnel Classification Level *(Annex A to Schedule 3)*. If specified in a Contract, a cap may be nominated for Additional Expert/Specialised Role Search Fees.	
2	**Expert/Specialised Role Recruitment Services**	Recruitment of the following ongoing or non-ongoing types of personnel: • personnel required to fill a role that the Entity considers specialised due to the expert nature of the role • personnel who are experts with extensive knowledge, experience, and advanced education in their field • personnel not generally available in the Australian Public Service This Service Category is not to be used for the recruitment of personnel simply because a certain job sector is experiencing labour market shortages.	Category 2: Expert/Specialised Role Recruitment Services Where the Service Provider is providing Expert/Specialised Role Recruitment Services an Entity may require the Service Provider to undertake: • an "end-to-end" specialist search process, in which case the Service Provider must provide all of the Expert/Specialised Role Search Activities • a process that comprises one or more (but not all) of the Expert/Specialised Role Search Activities
	Expert/Specialised Role Search Activities Summary	**Expert/Specialised Role Search Activities:** **Maintaining a Candidate Pool** *– maintaining, and providing the Entity with access to information from, a database of candidates who could fill expert/specialised roles which includes the following information for each candidate: personal information (e.g. name, address etc), verified education and professional qualifications (verification achieved by sighting copies of relevant documents), work history of the candidate, summaries of candidates' referee comments, details and results of assessments undertaken by the candidates, and where applicable candidate responses to selection criteria* **Screening and Shortlisting** *– receiving and acknowledging receipt of applications, utilising the Entity recruitment management system (if any), responding to enquiries from candidates in a sensitive manner, managing candidate experience and expectations throughout the process, preparing summaries of candidate responses, providing pre-employment screening of references, qualifications, and skills, undertaking preliminary screening interviews/phone calls, consulting with Entity decision makers to determine a shortlist of candidates, providing a summary of shortlisted candidates* **Interview and Verification** *– preparing suitable questions for interviews, coordinating interviews with candidates and selection panels, coordinating assessments for assessment centres, designing assessment centres, providing observers, facilitating interviews, providing reasonable adjustments for eligible candidates, providing assistance with interviewing (including providing scribes and participating in interviews where required), providing advice to selection panels, providing ongoing candidate management, undertaking and documenting detailed reference checks, validation of claims by candidates and verification of candidates' qualifications*	

		Selection Reporting – *preparing a final selection report for review and approval by Entity decision makers (which may include e.g. a summary of candidates and an initial assessment of each candidate's claims against the position requirements), briefing Entity decision makers on the outcome of earlier stages in the recruitment process (e.g. screening, assessments and/or interviews)* **Notify and Debrief** – *communicating with successful and unsuccessful candidates in a timely manner, negotiating terms of engagement, coordinating notification of outcomes to candidates, providing timely and constructive feedback to candidates on their performance throughout the process* **<u>Additional</u> Expert/Specialised Role Search Activities:** **Formulating Position Requirements** – *drafting and/or reviewing specialist candidate information packs including position description, requirements, selection criteria and expectations of the role, designing an assessment methodology that aligns with the capabilities required.* **Preparation for advertising** – *assisting with preparing advertisements for specialist positions in accordance with the Entity's instructions, RMG 408 and relevant legislation, including preparing advertising and marketing approach and strategies, and developing appropriate advertising documentation and text.* *Note: this "Preparation for advertising" Unbundled Activity cannot be provided as a standalone Unbundled Activity, but may be provided together with one or more Bundled Activities or Unbundled Activities.* **Assessment Testing** – *undertaking or facilitating the following types of testing of candidates (including recommending and providing contemporary assessment tools and technical support for testing tools)* **Cognitive Testing** – *may include abstract reasoning, numerical skills, written case studies, language proficiency, aptitude tests etc* **Psychometric Testing** – *may include face to face testing at professional suites or virtual platform to assess emotional intelligence, cognitive or analytical profile.* **Behavioural Testing** – *may include personality profiling, behavioural interviewing, situational judgement assessments, strengths, cognitive functioning*
	Pricing structure for Candidate Sourcing	Candidate Sourcing fees are set out in *Schedule 3, Table 6*. Pricing is a flat fee on the basis of the APS level of the candidate placement. A retainer model applies to Candidate Sourcing, the retainer model is described in *Schedule 3, Table 7*. The retainer model is split into two categories – for candidates engaged for less than 6 months and for Candidates engaged for more than 6 months.	
3	**Candidate Sourcing Services**	Identification and sourcing of highly skilled candidates for an advertised vacancy (at any level)	Where the Service Provider is providing Candidate Sourcing Services, the Service Provider must: • identify and source highly skilled potential candidates for an advertised vacancy • seek express agreement from a candidate for that candidate to be represented by the Service Provider, and present that candidate to the Entity • maintain suitable systems and processes for validating particular qualifications (e.g. educational and professional) and personal skills of candidates, and validate those skills and qualifications before offering the relevant candidate to the Entity The Candidate Sourcing Fees will apply in respect of the Candidate Sourcing Services, as described in clause 4 of Schedule 3 (Pricing). Where a Service Provider is providing General, Executive or Expert/Specialised Role Recruitment Services in respect of one or more vacancies: • the Service Provider must not provide Candidate Sourcing Services in respect of those same vacancies • the Entity will not be liable to pay any Candidate Sourcing Fees to the Service Provider in relation to vacancies filled, regardless of whether candidates engaged by the Entity to fill the vacancies are 'on the books' of the Service Provider.
	Pricing structure for Board Search Activities	Board Search fees are set out in *Schedule 3, Table 8*. Pricing is on a fee per vacancy basis, with two categories – Board Member or Board Chair. Additional Board Fees are on an hourly basis according to the Service Provider Personnel Classification Level.	

4	**Board Search Services**	Search activities for potential Board positions	Where the Service Provider is providing Board Search Services, an Entity: • may require the Service Provider to provide an "end-to-end" board search process ("Board Search"), in which case the which case the Service Provider must provide all of the Board Search Activities in respect of that Board Search, and the Board Search Fee in Schedule 3 (Pricing) will apply • may require the Service Provider to provide Additional Board Activities, in which case the Additional Board Fees in Schedule 3 (Pricing) will apply to those activities.
	Board Search Activities Summary	**Initial Candidate search** – *undertake a search against an Entity skills and requirements matrix to identify and form a 'candidate pool' of suitable candidates for specific board or committee positions, or statutory appointments that may need to be filled over a 12-month period.* **Candidate screening** - *screen candidates by undertaking referee checks and discreet background checks including for personal qualities, character, reputation, knowledge, skills and specialist expertise, corporate history and any actual or potential Conflicts of Interest, national police checks and criminal history checks, or other matters that may be of interest to, or cause embarrassment for Government* **Provision of Search report** – *provide a report that has been developed to a high professional standard and which contains a list of candidates, brief biographies, any Conflicts of Interest, and any potential concerns* **Consultation** – *consult with other key stakeholders, including attending and participating in meetings where required.* **One off viability check** – *within 12 months of the Order Commencement Date for each Contract, undertake a viability check for a candidate proposed in initial search to check availability and changes to any Conflicts of Interest.* **When the Service Provider is providing Board Search Services:** • *the maximum number of vacancies that an Entity may include in one Board Search is 20 vacancies* • *the minimum number of candidates that the Service Provider must put forward for each vacancy is 5 candidates (or such other number as agreed in a Contract).* **Additional Board Activities** are any additional activities related to Board Search Services that are specified in a Contract.	