



Recruitment Services Agreement

Date: _____ Employer / Company Name: _____

Employer Contact Name: _____ Phone: _____

Company Address: _____

Street

City

State

Zip

I. Purpose

This agreement is intended to provide the employer and CareerSource Okaloosa Walton with specific agreed upon roles and responsibilities that each will have within the recruitment and screening processes. This agreement will also provide timeframe guidelines that all parties agree and adhere to.

II. Scope of Talent Acquisition Services

Our talent acquisition objective is to identify, qualify, and deliver candidates who meet the job specifications that will result in your hiring and retaining the most talented candidates.

III. CareerSource Okaloosa Walton agrees to provide the employer with:

- Recruiting / interviewing space at the _____

- The opportunity to book a hiring event, depending on availability.
- An internally posted promotional flyer three (3) or more days prior to the scheduled hiring event.
- A candidate file search for the hiring event based on specific job order criteria.
- Access to *walk-in* candidates – at employer discretion. Do you wish to see walk-in candidates? _____ Yes _____ No
- A Business Services Representative that will act as your direct liaison:
 - Your Business Services Representative is: _____
 - Phone: _____
 - E-mail: _____
- A copy of the event job seeker sign-in sheet.

IV. . The employer agrees to provide CareerSource Okaloosa Walton with:

- A specific job order for each vacant position at least five (5) business days in advance of the scheduled event.
 - Note: Scheduling the hiring event with a minimum of five (5) business days notice will allow staff to properly file search and market your event. Events may be scheduled with fewer than five (5) business days notice but they will result in fewer “scheduled” and walk-in candidates as all job fair activities may not be completed.
- Information on any special hiring event requirements or needs.
- At least one (1) business day notice to cancel or reschedule an event. Please contact your Business Representative if you need to cancel or reschedule an event.
- Assurance that the employer will stay for the entire length of the scheduled hiring event.
- A list of new hires including information such as **name, start date, position and wage rate**. Such information is provided to the State of Florida for statistical and accountability purposes. All information received is deemed confidential.

Please sign below in acknowledgement to the terms and conditions outlined above.

Employer Representative’s Signature_____

Date _____

CareerSource Okaloosa Walton Representative’s Signature_____

Date _____

Expires _____

Copy to:

**Center Manager
Business Services Regional Manager
Executive Director / COO**