

# Virtual Hiring Manager Agreement

17 March 2019

This agreement is between **Andrew Tokeley Ltd** (Me/I) and \_\_\_\_\_  
 (Company/You) to assist in defining, qualifying and supporting the process of hiring for the role  
 of \_\_\_\_\_ (Role) as outlined below (the Services).

## Overview

This agreement is designed to take the hassle and waste out of hiring your next product leader and to maximise the chance of a great match. You and your team only spend your valuable time on candidates I've screened and think are worth exploring further.

I have over 20 years worth of hiring experience across both technology and product roles, know what to look for, what to ask and can increase your chances of finding the right person for the role, while reducing the risks and logistical hassles.

I am highly connected in the NZ product leadership community, run the Wellington ProductTank Meetup with over 1200 members and am regularly asked about open product roles.

This agreement is not a recruitment service. I am not actively reaching out to potential candidates, trawling LinkedIn or cold calling people. I do not charge a finders fee. It's a fixed fee service to streamline your hiring process and increase your chances of hiring the right person.

## Scope

The following items cover the scope of the engagement;

- Work with key members of the Company to understand your current situation, team and products to ensure I can represent the Company and the opportunity during initial interviews
- Spend time getting to know key stakeholders the Role will work with
- Assist in creating a Job Description that describes the Role and Company to attract candidates of the right calibre
- Where possible, leverage my own network to promote the role and seek interest

- Receive, acknowledge and screen all applications
- Conduct first interviews with all promising candidates
- Handle all decline communications with unsuccessful candidates
- Coordinate all follow up interviews
- Provide advice on realistic salary expectations for the Role

I will do all I can to bring the best candidates to the attention of the Company, however, the decision to make a formal offer to a candidate is entirely at the discretion of the Company.

## Exclusions

Unless otherwise agreed, the following activities are excluded from this agreement.

- **Job Posting** - I recommend all my clients post the job themselves on a site like Seek or TradeMe Jobs. You can control how much you spend, salary bands, visa requirements and other factors that are important for the Role.
- **Reference checks** - I typically don't perform reference checks. While I can provide guidance on the format and approach taken, it's important for clients to conduct their own reference checks to help them make a final decision on a candidate.
- **Right to Work** - it is the responsibility of the Company to ensure the successful candidate has the appropriate visas and legal status to work in New Zealand.

## Outcomes

You can expect the following outcomes;

- **Fully coordinated interview process** - I'll handle the hassle contacting and scheduling interviews. Specifically;
  - *Initial interview* - I will interview all promising candidates before bothering you and the team
  - *Second interview* - I will schedule and, if appropriate, attend follow up interviews with promising candidates and selected members of your team
  - *Additional interviews* - I will coordinate any further interviews with the candidate and other members of your team
- **Regular progress reports** - I'll provide you with a summary of all candidates and where they are in the process
- **A successful hire** - while it's not possible to guarantee results, I'm confident I can put you in the best possible position to find the right person for the role.

# Schedule

Description	Date/Time
This engagement can begin at any time and remains active for as long as the position remains open or until it is filled.	ASAP

# Fees

The fee is a fixed amount that covers all activities included in this statement of work and is independent of how many candidates are screened or the time it takes to find the successful candidate.

Description	Cost (excl GST)
Fixed fee, payable in advance of Service commencing	<i>On request</i>

# Refund Policy

Should the successful candidate leave within 3 months of their commencement date, I will re-engage to find a replacement candidate as per this agreement. No additional fees will be incurred.

# Approval

\_\_\_\_\_ dated \_\_\_\_\_

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_

Andrew Tokeley  
Product Leadership Coach  
Andrew Tokeley Ltd