

Virtual Hiring Manager Agreement

This agreement is between **Andrew Tokeley Ltd** (Me/I) and _____ (Company/You) to assist in defining, qualifying and supporting the process of hiring ____ (Quantity) _____ (Role Title) as outlined below.

Overview

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 of doing it yourself.

This agreement is designed to help you hire the best product person for your company while taking all the hassle and waste out of the process. You and your team only spend your valuable time on candidates I've screened and qualified as worth exploring further - think of me as an extended member of your team, a virtual hiring manager, if you like.

Plan A is to go to market with no recruitment agent involved. Use your own channels to advertise the role, I'll spread the word on mine and if this works, awesome! Fast and you save money.

Plan B kicks in if we don't generate enough interest and want to spread the net wider. I have partnered with recruiters I trust who will offer you a discounted rate if I'm managing the process.

Win. Win.

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 successful candidate will work with

- Assist in creating a job description that describes the Role(s) and Company to attract candidates of the right calibre
- 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.

Assumptions

Unless otherwise agreed, this agreement assumes all interviews and meetings will be held in Wellington. If travel is required to other cities, arrangements to cover additional time and costs will be made separate to this agreement.

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 of contacting and scheduling interviews. Specifically;
 - *Initial interview* - I will interview all promising candidates before bothering you and the team

- *Follow up interviews* - I will schedule and, if appropriate, attend follow up interviews with promising candidates and selected members of your team
- **Regular progress reports** - I'll provide you with a regular 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 agreed time and remains active for as long as the position remains open or until it is filled.	As agreed

Fees

Fees cover all activities included in this statement of work and are independent of how many candidates are screened or the time it takes to find the successful candidate(s). Fees will be invoiced upon acceptance of this agreement and payable on the 20th of the following month.

There are two fee structures.

Single Vacancy Fee

Applicable if you have one active vacancy.

Multiple Vacancies Fee

Applicable when you have multiple, similar, active vacancies (for example, you're looking for 3 Product Managers). During the screening process, applicants may be considered for any of the available positions.

Note, you may upgrade from a Single Vacancy to a Multiple Vacancies agreement, if the decision is made in time to consider the same pool of screened candidates for the additional role(s).

Description	Cost (excl GST)
Single Vacancy Fee	on request

Multiple Vacancies Fee	on request

Refund Policy

In general, no refunds will be provided, however;

- Should the successful candidate resign within **90 days** of their commencement date, I will re-engage, at no additional cost, to find a replacement candidate as per this agreement.
- If for any reason you want to withdraw a vacancy *and* no screening interviews have been conducted, you will be eligible for a 50% refund of that vacancy's fee portion.
 - Alternatively, you may transfer the refund to another service provided by, and mutually agreed with, Andrew Tokeley Limited.

Approval

Single Vacancy engagement

Multiple Vacancies engagement with ____ open vacancies

_____ dated _____

Name: _____

Role: _____

Company: _____

_____ dated _____

Andrew Tokeley
Product Leadership Coach
Andrew Tokeley Ltd