

**Recruiters are employed by ABC Recruitment Company to make placements, much like a sales person is employed to make sales.**

In order to clarify the expectations of a recruiter and the consequences should the recruiter not meet the minimum expectations, the following policy is being implemented, effective Nov 1, 2004.

**Rookies (New Recruiters):**

- Rookies are on probation for the first 12 weeks of employment.
- Rookies should close their first placement in 6-8 weeks.
- After the first 2 weeks of employment, (training), they must achieve and maintain a minimum of one sendout per day (sendout = set up a new, first interview at a facility).
- If the minimum amount of sendouts are not obtained for two consecutive weeks (ie 5 minimum per week) there will be disciplinary action taken which may include termination.
- After 12 weeks of employment, Rookies will operate under the "established recruiter's policy."

**Established Recruiters:**

A minimum of two placements must be made each month. Falloffs counteract a placement. In other words, if you have a falloff it is counted as minus 1. Falloffs must be replaced before a new placement can be counted in your sales. So if you make two placements but have two falloffs you have made zero placements.

If the two placement minimum is not met during a month the recruiter will be put on probation. If the two placement minimum is not met during the second (probationary month) there will be disciplinary action taken which may include termination.

**Probation**

Recruiters on probation are required to maintain the very minimum level of activity. Recruiters who are on probation are required to schedule a minimum of eight sendouts per week. The recruiter will come off probation at the end of the following month if the sendout minimum is met that month AND they have reached their two placement minimum for that month. However, if sendout minimum is not met during the probationary month, there will be disciplinary action taken which may include termination.

Recruiters will be allowed to be placed on and come out of probation three times. The fourth time will result in disciplinary action which may include termination.

Management is available at all times to answer any queries and address any problems. We encourage you to set up strategizing appointments to help you maintain and achieve your goals.

I have received and read this policy.

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

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

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