



## **Re: Background on Rectitude Recruit and Fee Structure**

Our agency would like to be of service to you and **Your Company** our extensive network and applicant base, it allows us to be your ideal partner for all your recruitment requirements. The latter added to the fact that, our fees are the best in town plus our services are beyond all levels of professionalism, further ensures you a successful venture.

It is with great pleasure that Rectitude Recruit presents to you and your company, the following background and fee agreement. Rectitude Recruit would like to introduce our company to you and submit the following information for your perusal.

### **RECTITUDE RECRUIT**

Rectitude Recruit adopts a responsive and professional approach to permanent temporary and contract roles. Based in the Free State, Bloemfontein nothing is too much.

Rectitude Recruit was found by professional HR professionals who felt that they can provide a more comprehensive service than many of the consultancies that are available at the time.

### **OUR MISSION STATEMENT:**

"To be acknowledged as a team of recruitment professionals with the expertise to consistently facilitate an optimum result for both our clients and candidates":

### **OUR VISION:**

- ❖ To provide a 'valuable' service that greatly contributes to a company's or individual's business success.
- ❖ To always conduct ourselves in a manner that reflects our passion and commitment to delivering a positive outcome for all parties involved.
- ❖ Ensure that all our team members are committed to our Mission Statement and share similar values and high standards.
- ❖ To continually learn and grow both personally and professionally to best assist others to reach their recruitment goals.
- ❖ Constantly review and improve all aspects of our company.
- ❖ To keep acquiring relevant information and expanding our knowledge and expertise to be considered 'true consultants' and 'trusted advisors'.
- ❖ To create lasting relationships with our clients and candidates based on honesty, integrity, trust and mutual respect.
- ❖ To be innovative and creative and 'add value' to the recruitment process at every opportunity to further enhance the outcome.

Call us on 0514331251

Email us on [manager@rectituderecruit.com](mailto:manager@rectituderecruit.com)

Registration number: 2015/008441/07

- ❖ To appreciate the responsibility that we assume in assisting people to make important recruitment decisions that can have a significant impact on their lives.
- ❖ Undertake our roles with a sense of dignity, optimism, pride and gratitude.
- ❖ Take time out to celebrate our successes and those of others.
- ❖ Always remember to thank our clients and candidates for the privilege of assisting them.

We provide a much personalised service with expertise in the following areas:

- Recruitment of all levels of business support, from entry level to management
- Recruitment for small and large organisations across multiple industries
- Permanent, temporary, part-time and contract recruitment
- Consultation on all aspects of the recruitment process that have the ability to affect the outcome
- Specialist advice appropriate to clients' specific needs and circumstances, including - candidate availability, current market salaries and trends, role definition or restructure, interview technique, induction approach, performance reviews, exit interviews, staff retention strategies, etc.

## METHOD OF PAYMENT

### PERM:

Invoice is issued on date of commencement of employment; and payment is expected within 7 days; this ensures the guarantee period.

### TEMP AND CONTRACT LABOUR:

Is invoiced 5 to 7 days before payment to contract or temp labour to ensure payment of remuneration to labour force?

## GUARANTEE

- Rectitude Recruit provides a three-month guarantee period subject to the following:
- R.R. assumes the onus of replacing the candidate, should incompetence and/or negligence be proven.
- R.R. replaces for the **specific position** that the candidate was employed in, and not any other positions.
- R.R. should be informed of proposed replacement within the three months of date of original date of commencement of employment.
- R.R. guarantees replacement candidates for a period of six weeks.
- R.R. keeps the credit or replacement open for six (6) months; thereafter the credit falls away.
- **In case of the position being replaced by the client's own means the following will be placed into effect: Should the client fill the position by themselves or through another agency or by any other means; therefore negating R.R.'s ability to replace, R.R. will then deem the position filled by ourselves; therefore the replacement will be seen as effected by R.R.**
- R.R. may under discretion invoice for administrative fees.

## GENERAL

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The validity of the fees structure hold for the period of twelve months from date and time of introduction of the candidate to the client, as well as company subsidiaries

**THE ABOVE IS DEEMED ACCEPTED**

Signed (name in print): \_\_\_\_\_

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

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

Place: \_\_\_\_\_

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

**SERVICES**

Rectitude Recruit maintains a large database of candidates for financial, administration, marketing, engineering, technical and semi-skilled staff etc.

The Company undertakes assignments to find suitable candidates for:

- Permanent Placement
- Temporary Placements
- Outsourcing

**VALUES**

- To invest in the acquisition of committed and competent employees for our clients.
- To conduct our business with integrity and in a manner that respects individual diversity and dignity.
- To manage our business in a way that will foster the continued development of a democratic and economically prosperous South Africa

**Accurate:** We have a high attention to detail ensuring you get the most accurate candidate-job-fit.

**Successful:** As you are successful at your business, so are we at ours and our candidates at theirs.

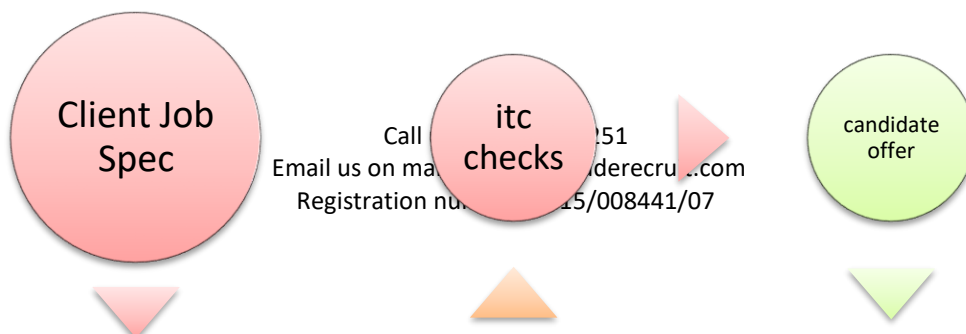
**Intellectual:** We provide world class intellectual capital to you through our candidates.

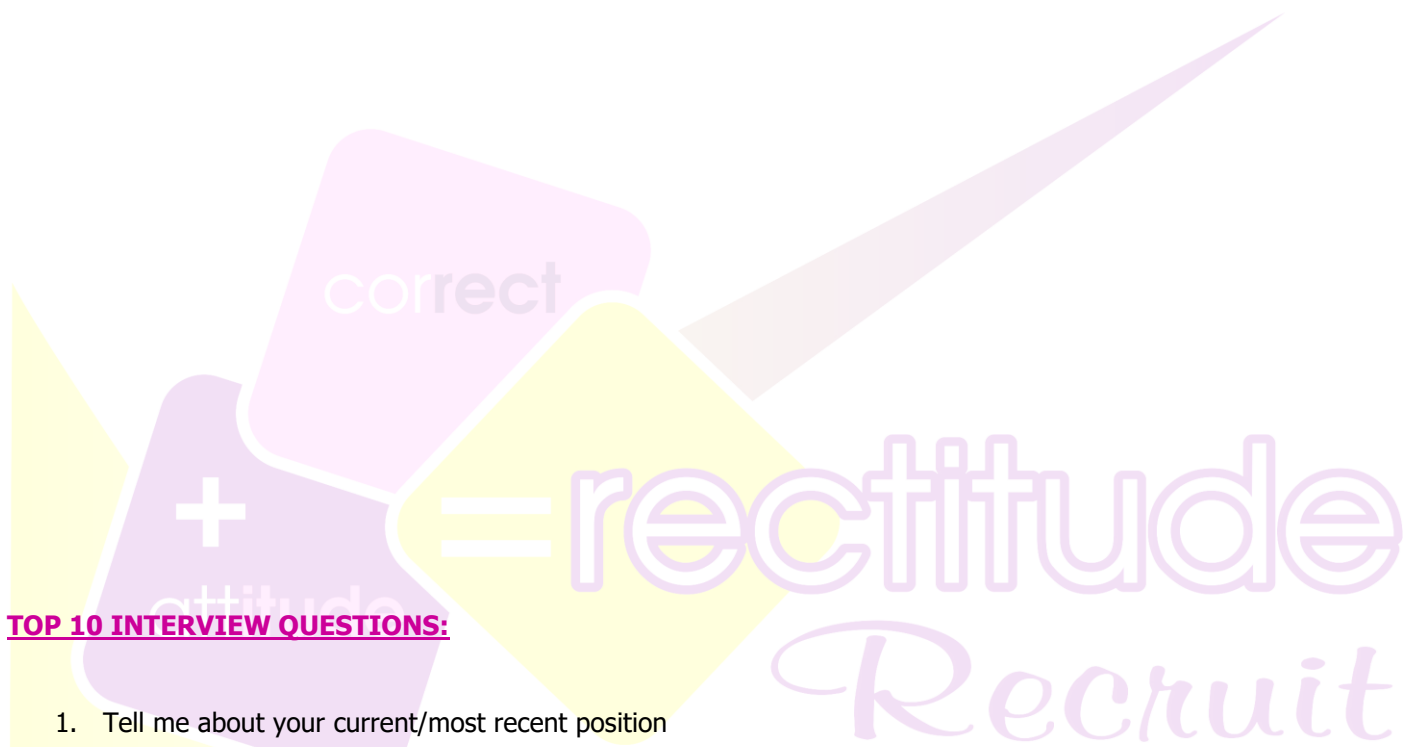
**Employees:** Our specialty is finding the most suitable employees for your company.

*"Why waste time and money to advertise and look through numerous unsuitable CV's. Wasting money on ink cartridges, paper and time to print unsuitable CV's plus the inconvenience of making telephone calls having to regret unsuitable candidates when RECTITUDE RECRUIT will do all of that for you."*

**TIME IS MONEY!**

**OUR RECRUITMENT PROCESS:**





### **TOP 10 INTERVIEW QUESTIONS:**

1. Tell me about your current/most recent position
2. What's your reason for leaving your current position?
3. Tell me about a time you had to deal with a pressurized situation?
4. What are your strengths and weaknesses?
5. What are your long/short-term goals?
6. How will your skills and abilities fit in with this position?
7. What accomplishments have you made during your career?
8. Are you a team player or do you prefer working alone?
9. What value do you believe you would add to this role?
10. Why would you choose our company as an employer of choice?

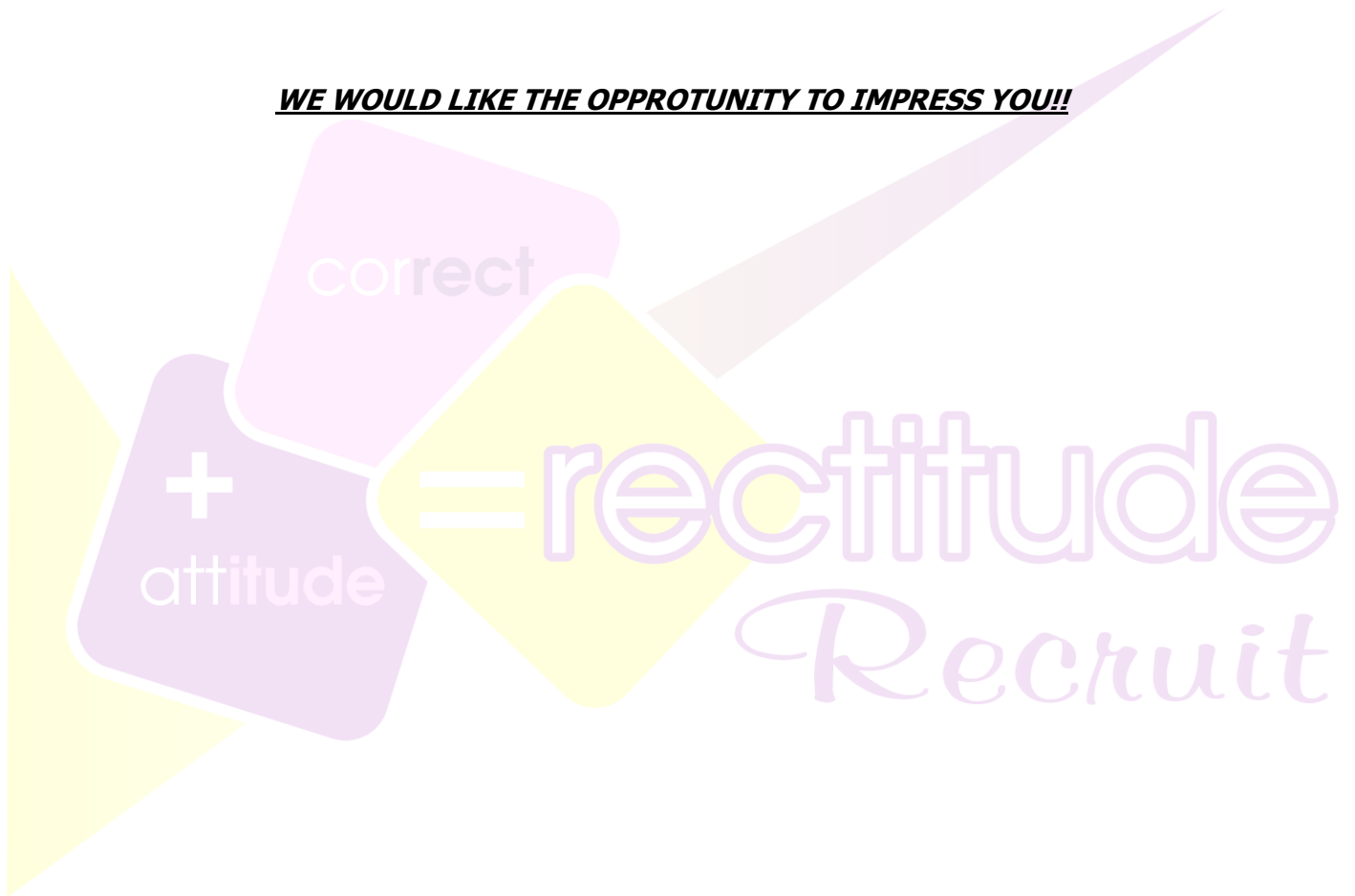
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**RECTITUDE RECRUIT** ensures that your department receives the best personnel / recruitment including the total spectrum of human resources and industrial relations services that is nationally available. This is achieved through highly specialised staffs that in total have over 6 years recruitment expertise. The following services are available:

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- ❖ Advertising
- ❖ Sourcing
- ❖ Interviewing
- ❖ Screening
- ❖ Reference checking
- ❖ Setting up of interviews
- ❖ Short listing
- ❖ Relaying offers of appointment
- ❖ Checking all checks such as ITC, criminal and references
- ❖ Securing applicants for the position
- ❖ Full human resources
- ❖ All aspects of industrial relations

**WE WOULD LIKE THE OPPORTUNITY TO IMPRESS YOU!!**



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