

# RECRUITMENT SERVICE PACKAGE PROPOSAL

Service Terms/Inclusions	PACKAGE 1: CV SOURCING AND SCREENING SERVICE	PACKAGE 2: EXECUTIVE SEARCH & SELECTION SERVICE
Service Terms/Inclusions	<ul style="list-style-type: none"> <li>• Applicable for Manager and above positions only</li> <li>• We guarantee that the CV introduced to the clients are pre-screened candidates and available to take new opportunity/apply for a new role</li> <li>• We assist in scheduling of interviews on the client side</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited position vacancies</li> <li>• We guarantee that the CV introduced to the clients are screened candidates and available to take new opportunity/apply for a new role</li> <li>• All candidates introduced are interviewed by the expert consultants</li> <li>• Includes executive consultation – informative advisory</li> <li>• We assist in scheduling of interviews on the client side</li> <li>• Support in negotiation and onboarding documents preparation</li> </ul>
E-DISC (Behavioral Unconscious Assessment)	<ul style="list-style-type: none"> <li>• No Extended DISC/FinxS</li> </ul>	<ul style="list-style-type: none"> <li>• Extended DISC Personal Analysis/FinxS is applicable to the top 2 candidates for final interview only</li> </ul>
Search Process and Deadline	<ul style="list-style-type: none"> <li>• CxO Search will send first 5 CVs within 5-7 working days after signing the contract and after receiving the complete information on the role, organization and job description. The additional 5 CVs will be submitted after the screening of the 1<sup>st</sup> batch.</li> <li>• Client must provide CxO Search feedback and interviewing schedule within seven (7) days after we present our short-listed candidates.</li> </ul>	<ul style="list-style-type: none"> <li>• CxO search will send first 3 - 5CVs within 5-7 working days after signing the contract and after receiving the complete information on the role, organization and job description.               <ul style="list-style-type: none"> <li>- After the first batch, if Client has not found the suitable candidate yet, CxO Search will send more CV after receiving detailed feedback about the candidates in Batch 1 until the Client recruits the successful candidate or notices to terminate the recruitment.</li> <li>- After receiving the CV, Client need to feedback for CXO Search:</li> </ul> </li> <li>• Responding about the duplicate candidates: within 2-3 days of receiving the CVs</li> <li>• Interviewing schedule: within seven (7) days after we present our short-listed candidates.</li> </ul>
Guarantee	<ul style="list-style-type: none"> <li>• No guarantee</li> </ul>	<ul style="list-style-type: none"> <li>• 60 days' guarantee (2 months' probation time)</li> </ul>



**CxO Search Ltd.**

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<b>Replacement</b>	<ul style="list-style-type: none"> <li>• No replacement</li> </ul>	<ul style="list-style-type: none"> <li>• 1 replacement with no charging</li> </ul>
<b>Reference checking</b>	<ul style="list-style-type: none"> <li>• No reference check</li> </ul>	<ul style="list-style-type: none"> <li>• 2 reference checking reports</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>• Admin Fee: was paid before arranging the interview schedule of the candidates</li> <li>• Recruitment Fee : Within 07 days from the commencement date of the selected candidate's working day and from the date receive red invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment Fee: Within 07 days from the commencement date of the selected candidate's working day and from the date receive red invoice</li> </ul>

**Noted: E-DISC Behavioral Unconscious Assessment/FinxS:** The report is exclusively distributed in Vietnam by L&A Holdings (CxO Search is a member of L&A Holdings-  
**Gross income:** *Gross Income as gross official salary after probation period, fixed allowances, Personal Income Tax (PIT), Social Insurance (SI), Health Insurance (HI), Unemployment insurance (UI) of the appointed candidates.*

- ✓ **Replacement:** If CXO SEARCH is unable to find the replacement within 21 working days from the date of notice to replace, CXO SEARCH will refund 50% of recruitment fee. This credit will be applied to the next placement fee within 12 months. In case the Client changes the recruitment requirements and no replacement is needed, no refund will be made.

Should any additional candidates be hired by the client or its subsidiaries from the introduced CVs of CxO Search using this service within 1 year from the submission date, client and its subsidiaries are liable to pay the same service fe



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