

Sample Check-list only. Please customize to your own needs. Users of this check-list agree that to use any form of this approach is at their own risk and agree to hold PETERSON-BICS, LLC harmless of any resulting occurrences stemming from the use of this document. If not in agreement with this provision, please do not use any form of this sample agreement.

A Checklist for Sensible Split-Deal Search Projects

A smooth experience with quality results is what we all want in a Split-Deal. It happens when the Placement Consultant and Recruiter Consultant have shared-understandings and mutual respect for each other's rules surrounding the placement process. Each Recruiting professional learns how to make placements differently. There's no singular schooling we all received, but there's lots of similarities.

These facts about our different styles in search engagements require the need for a thoughtful discussion to cover the agreement basics. There's different duties in a partnering plan and it's important to have talked about the common "tripping points" that can happen with a joint-effort. It really doesn't need to take a lot of time if participants can be flexible and reasonable. But clearly communicating before (and during) your first collaboration should have both parties checking off the boxes on most of these following topics:

Before The Placement

__ Meet with your consortium partner if possible, find out what other deal-making partners with whom they've done splits. Do references.

__ Spell out the split percentages involved: most are 50/50 or 60/40; but other arrangements might need to be made sometimes, given the dynamics of the company fee or a candidate relationship or what could be an unbalanced workload.

__ Generally there's no communication between the placement consultant's client company contacts during or after a placement - unless specially requested by the placement consultant or unless the company calls the recruiter consultant directly.

__ Work-out expectations around the timing of payment terms, i.e., when a fee is paid by the client company.

__ Make clear expectations about honoring guarantees in a fall-off. That should cover both topics - returned fees and credit offered to a client.

__ Who handles references, what are the recruiting rules surrounding them.

__ JO & Recruit leads from Split Deal - to share or not to share?

__ Candidate preps, Company Feedback, Candidate debriefing - who's doing what?

Staying involved with your candidates in the process of a split placements will help maintain the strength of your relationships and that sets you up better for maintaining those long-term relationships.

But there is a full spectrum of partnership involvement that can be found out there in the split-deal world of recruiting:

- It can range from the minimal level of contact, i.e., just a resume and hot (confidential) lead or referral.
- I've also seen a maximum level of joint participation - a more controlled arrangement where there's a conference requirement between the Candidate and both consultants, on every call with the candidate.

Both of those are at *the usual ends* of the spectrum.

__ Mostly dependent on the levels of involvement, fees have been seen being split in many ways ranging...from 90/10 to 50/50; There can also be splits with 3-4 consultants involved. Have this all clearly defined.

__ When the placed candidate calls the recruiter consultant after starting, and has a new job lead to share or will be in charge of the hiring for a new vacancy; what's fair to both parties?

__ Is there a requirement to share the lead?

__ Will there be certain territorial restrictions and expectations?

__ Is it exclusive access and submittals only to the client consultant or open access to both consultants?

__ Will there be fee residuals? ...If a client is being switched, maybe over the next 1 to 3 placements or over a time period?

These are good topics to cover because they are common tripping points to avoidable conflicts.

__ Similar agreements around the referred and placed candidates need to be covered, also for the same reasons.



The beauty of the consortium model is *there are no rigid external rules*...only the sensible rules you and your split partner(s) make for each joint-search. And of course those from our self-imposed values involving Trustworthiness and Fairness.

Purely the smartest universal rule in this Self-made Marketplace is:

Discuss fully about the details of your agreements, anticipate the wrinkles as best you can, and know your plan to iron them out before they happen.

JUST TALK STUFF OUT - THOROUGHLY !!!

It helps to avoid unnecessary conflicts later-on. Note it down and share the copy with your new split-fee partner.

Hopefully, this simple check-list with some easy note-taking can help you find another strong stream of revenue, a new financial recruiting colleague, and a great long-lasting friendship. Good relationships like these are truly treasurable.