

ENGAGEMENT LETTER

Search for [Position Name]
[Organization Name]

[Date]

[Contact's Name]
[Contact's Position]
[Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip]

Dear [Name],

Thank you for thinking of us for the assignment we discussed. Under separate cover, we will attach a DRAFT copy of the recruiting position specification, which we can review and edit.

This letter will confirm our understanding that Catholic Recruiter Associates has been retained to recruit for the position of [Position Title]. Further to this engagement,

I. Position Description and Candidate Specification: Drafts — (To Follow)

II. Search and Recruiting Procedures:

- A. The research and recruiting team will commence work upon receipt of an executed copy of this agreement.
- B. We will personally interview all candidates surfaced by research who fulfill the parameters of this position.
- C. We will provide 3-4 references and assist in negotiating the offer to and acceptance by the final candidate.
- D. We will be available to assist in any reasonable way, before, during and after employment of the final candidate.

III. Fees and Terms of Payment:

- A. **Fees:** Our fee for this assignment is 25% of first-year cash compensation (FYCC) reflected in an offer letter. FYCC includes and is restricted to salary and projected annual bonus, and sign on compensation. For the purposes of billing these assignments, we will use combined annual compensation of [Compensation]. We will base our fee on this amount should the position be filled with a "vowed" person not subject to temporal compensation.
- B. **Payment:** For the purposes of initial retainer billing, we will bill the fee in stages, as follows:
 - Due Now: [First Installment]
 - Due upon agreement that a viable candidate finalist list is submitted (generally at the stage when you begin interviewing candidates): [Second Installment]
 - Final invoice based on 25% FYCC, less previous payments, upon employment of the candidate by the Diocese.

C. **Expenses:** We are reimbursed for customary out-of-pocket expenses, incurred on your behalf in the recruiting process. For the purposes of this assignment only pre-approved travel and/or access to related membership directories or subscriptions will be considered recruiting expenses.

IV. Replacement of Candidates:

If the candidate you hire through our efforts is discharged for reasons relating to ethics, personal integrity or flagrant and negligent performance issues, CRA, for a period of up to one year from date of hire, will replace this person through a new research and recruiting effort. Our fees for this replacement will be restricted to pre-approved expenses incurred to affect the replacement and will not incur normal retainer billing.

V. Executive Referrals:

If a candidate referred by our organization during the course of our search is subsequently hired by the client within one year of the date of this engagement for an additional position, we shall be entitled to a fee of 25% FYCC related to such employment.

As we discussed, our recruiting efforts will move toward having the position filled as quickly as possible without sacrificing quality or full market exposure. We appreciate your confidence and look forward to working with you in the future.

Sincerely,



Patrick J. Lynch
Managing Director
PJL/ma

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If you are in agreement with the preceding, please acknowledge with your signature below:

SIGNATURE

NAME

TITLE

DATE

