

CLIENT INFORMATION SHEET

About Give & Grow Recruitment

Give & Grow (Pty) Ltd is a forward-thinking, ethical, and transparent recruitment agency that connects South African businesses with skilled and pre-screened candidates across multiple industries. Our approach blends personalized recruitment strategies, deep industry knowledge and a human touch. We pride ourselves on professionalism, fast turnaround, and lasting placements that help both businesses and careers grow. Our focus is on delivering high-quality recruitment solutions.

Why Choose Us

- ✓ Transparent fees (8% of annual remuneration – no hidden costs)
- ✓ Only a 1% engagement fee to start the process (**deducted from final 8% fee upon successful placement**)
- ✓ 6-month free replacement guarantee
- ✓ Clear communication detailed interview notes, background checks, personality tests and candidate profiles
- ✓ Strong ethical and confidentiality standards
- ✓ Legally protected process to ensure fairness for all parties

Our Process

1. Client Onboarding: Complete our onboarding form, sign the client agreement then pay the 1% engagement fee.
2. Recruitment Assignment: We source and screen candidates through our network and qualified recruiters.
3. Shortlist: You'll receive detailed profiles and interview memos of shortlisted candidates.
4. Interviews: We arrange interviews and assist with scheduling.
5. Selection: You choose your preferred candidate, and we will forward the offer letter to the candidate.
6. Placement: Once an offer is accepted, we invoice for the remainder of the placement fee. The engagement fee will be deducted.

Fees

1. Engagement Fee: 1% of annual remuneration package – non-refundable, payable upfront.
Deductible from the 8% placement fee.
2. Placement Fee: 8% of annual remuneration package – payable within 7 days of candidate's offer acceptance.
3. Minimum Base Placement Fee: There is a minimum base placement fee for low-income roles.
4. Late Payment: Interest at 10% per month will apply.
5. Requested background checks are conducted by MIE, and additional costs may apply.

Our Promise

If **Give & Grow** cannot present suitable candidates within 60 days of receiving your full job brief and payment of the engagement fee, no placement fee will be charged. The 1% engagement fee remains nonrefundable as it covers administration and advertising costs.

Legal & Confidentiality

All candidate introductions remain the property of Give & Grow for 12 months. If you hire or engage any introduced candidate directly or indirectly, the full placement fee will become immediately payable.

Yours in service,



Sharira Padayachy

Sales & Business Development Manager

We look forward to assisting your business with ethical, effective recruitment.