

## **FAQ's Recruiter**

How much compensation will I receive?

There will be no FIXED compensation on monthly basis.

The recruiter will receive 60% commission of the billing amount after a candidate successfully joins the client.

When will I receive the payment?

Only when LINEUPX receives the payment as per the SLA (Service Level Agreement) for the candidate who has joined; payment will be made to the recruiter for his/her effective closure.

Will there be a replacement clause, in case the candidate leaves the organisation?

Yes, depending on the terms and conditions signed with the client the replacement clause will be applicable.

How will I know the terms of the position/client I will be working on?

The terms i.e., time frame for the payment and replacement clause will be mentioned for the position/client before the recruiter starts work on the position.

Do I have to pay any charges / subscription fees to LINEUPX?

There are no charges or subscription fees that the recruiter has to pay LINEUPX. Taxes will be applicable as per the Income Tax norms.

Will LINEUPX provide any Database, Portal login or Social Media login for search?

LINEUPX will provide access for job portal for the first month after joining. From the 2<sup>nd</sup> month onwards, the recruiter has to arrange/ manage the access of job portals on their own.

Do I have to come to office?

No, this is a work from home model.

Are there any fixed hours that I have to work?

The recruiter can work at their own convenience, though we recommend working for 15 - 18 hrs a week to ensure quality and delivery.

Can I decide the positions I want to work on?

Yes, the new position will be shared with you as per your skills and expertise. You have the freedom to accept or reject a job within 48 hours.  
( Pls confirm this )

If I have questions about a position or client whom do I approach?

Every recruiter will be assigned an Account/ Engagement Manager and you will be assisted with all the queries related to position/client.

How will I know feedback about a candidate?

Once the client reviews the profile for the said role and shares their comment on the profile the same will be visible to the recruiter for further action.

## **EMPLOYER FAQs**

What are the commercial Terms for services offered by LINEUPX?

The usual placement fee agreed upon between LINEUPX and your company, which will be payable only upon successful hiring of a candidate.

Do I have to pay a surcharge fee or any other fee over and above the placement fee?

Apart from the placement fee you will have to bear the taxes imposed by the government laws. No other fee is applicable.

Do we pay the independent recruiters directly?

No, all recruiters have independent contracts with LINEUPX. We collect payment from

employers and make the required payment to the respective Agencies/Recruiters as per the contract.

How does invoicing work?

Once the candidate joins the employer, LINEUPX shall raise an invoice to the employer as per the agreed terms. You have to make the necessary payment within the time period agreed upon.

I have a billing issue. Whom should I contact?

In case of any issues regarding bills and invoices, please drop a mail to [Corporate@lineupx.com](mailto:Corporate@lineupx.com) .

What if I already have the resume of the candidate proposed on LINEUPX?  
Do I still have to pay you?

In case of duplicate profiles, you must inform us within 48 hours by writing an email to [Corporate@lineupx.com](mailto:Corporate@lineupx.com); so that you won't be liable for any charges.

We took longer as expected to close a position. Do I still have to pay?

In the event a candidate who was proposed by an agency has been hired within 6 months from the date of receiving of candidate's resume, you are liable to make the payment. In a rare event that this period exceeds six months, then the payment is left to the discretion of the employer alone.