YOUR  
LOGO

**COMPANY NAME**

RECRUITING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] as your recruiting partner. We help businesses attract and hire top talent quickly and efficiently through a streamlined recruitment process tailored to your industry and goals.  
  
This proposal outlines how we will support [Client Name] in sourcing, screening, and securing the right candidates for your open roles.

# Problem or Opportunity

[Client Name] is looking to fill key positions but may be experiencing delays, low candidate quality, or a lack of internal resources to manage the hiring process effectively.

# Proposed Solution

We propose a dedicated recruiting engagement to manage all stages of the hiring cycle, from sourcing through placement, for the agreed-upon roles.  
  
Key Benefits:  
- Access to a broader talent pool  
- Reduced time-to-hire and administrative workload  
- Enhanced candidate quality through expert screening

# Scope of Work

Our recruiting services include:  
  
- Role and candidate profile alignment  
- Job description optimization  
- Sourcing through job boards, databases, and outreach  
- Resume screening and initial interviews  
- Candidate shortlist and interview coordination  
- Offer negotiation support

# Timeline

Estimated timeline for sourcing, screening, and placement:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Discovery Call | Define role and ideal candidate profile | [Start Date] |
| Sourcing & Screening | Search, outreach, and initial interviews | [Date] |
| Shortlisting | Deliver candidates to client | [Date] |
| Placement & Follow-up | Hiring and onboarding check-in | [Completion Date] |

# Pricing

Estimated pricing for recruiting engagement:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Sourcing & Screening | Outreach, resumes, pre-interviews | [Amount] |
| Shortlisting | Deliver candidate profiles | [Amount] |
| Placement Support | Negotiation and follow-up | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a recruitment firm specializing in sourcing top-tier candidates for startups, SMBs, and growing enterprises.  
  
- Experience: [X] years of recruiting across multiple industries  
- Strengths: Fast turnaround, quality-focused sourcing, strong communication  
- Mission: To help organizations hire efficiently and strategically

# Case Studies / Testimonials

Case Study: [Previous Client Name]  
  
- Project: Placed five key hires for a scaling tech startup  
- Outcome: 3x faster hiring timeline, 100% offer acceptance rate  
  
Testimonial:  
“[Your Company Name] delivered excellent candidates and handled everything with professionalism. It felt like having our own internal team.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: Contingency or retainer-based billing available.  
Guarantee: Free replacement within [X] days if the candidate leaves.  
Confidentiality: All candidate and client information is treated with strict confidentiality.

# Acceptance

To proceed with this recruiting engagement, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_