



Maximizing Recruiting Credit

Siegfried's Values: to be fair, to have fun, and to build and share stakeholder value. In line with those values, we strive to be fair in all aspects of our business – especially recruiting as it is a top priority of the Firm!

As we continue to grow and become more sought-after in the marketplace, we find that more and more potential candidates have multiple relationships within Siegfried and are introduced by various sources. In order to foster fairness for all parties involved, we ask that all sources provide a [Candidate Authorization \(CA\)](#) and resume - or LinkedIn profile - when formally submitting a candidate. This confirms that the candidate has given permission to be presented and would like to begin the recruitment process through that specific person. It also provides assurance that the candidate has not been introduced to Siegfried by another source within the past six (6) months.

Once the CA and resume - or LinkedIn Profile - are received or an initial screen has occurred (E.G. exploratory call, zoom/ phone screen, information connection), the source has six (6) months from the date of the last meaningful recruiting activity such as an initial screen, formal interview, offer call or attending a Siegfried-sponsored event to complete all three of the following steps:

- Step 1: Introduction - Introduce Siegfried to the candidate
- Step 2: Seek Information - Spark enough interest that the candidate wants to seek additional information about Siegfried (whether that's through their own due diligence/research, attending events, starting the screening process, etc.); and
- Step 3: Formal Interview - Get the candidate to the formal interview stage that would ultimately lead to the hire

After six (6) months, the referral source may submit a [CA Renewal](#) for another six (6) months of representation.

Notes/Disclaimers:

- In the event that Siegfried is re-introduced to a candidate by another source (in a situation outside of what is outlined here herein), Siegfried shall consider the facts and circumstances and make, in its sole discretion, a good faith determination of who shall receive the Placement Fee (or portion of Placement Fee). Siegfried's determination shall be final and not subject to reconsideration, review or appeal by any third party.
- If the formalized recruiting process already started through one source, a second source will not be considered, regardless of the CA.
- If there are two referral sources involved prior to the formal recruiting process beginning, and one has the CA but the other does not, 100% of the recruiting credit goes to the source who secured the CA.
- If there are two referral sources involved and either both or neither secure a CA, we will seek to determine whose efforts/contributions lead to the completion of the steps listed above based on the predetermined splits as follows:
 - » Step 1: Introduction - 30% credit
 - » Step 2: Seek Information - 30% credit
 - » Step 3: Formal Interview - 40% credit
- If a referral source submits a CA but is either not able to complete the three steps above or the recruiting process does not result in a hire, the CA will expire after six (6) months and all efforts will reset.
- If upon submittal, Siegfried defers on a candidate who is then resurfaced through another source within six (6) months and Siegfried is now interested, all payments will be split 50/50%.
- Credit towards multiple hires and trips will be determined as follows:
 - » If the total ownership % is less than 50%, no credit will be earned;
 - » If the total ownership % is equal to 50%, half credit will be earned; and
 - » If the total ownership % is greater than 50%, full credit will be earned.