

Ms/Mr. THAKARE DARSHAN DILIPRAO

Dated: 07-10-2022

Dear THAKARE DARSHAN DILIPRAO

Subject : Appointment Letter

We are happy to share with you your selection as a Talent Acquisition Search Consultant in our company under the '**JOBSNAVIGATOR EmPower**' initiative which allows you to work from home. As discussed, you can join from Friday, 10th October 2022. You would be assigned a mentor and guide who would help you learn & earn better. The process, the different positions and their Job Descriptions, and the coordination with the HR Business SPOCs from various Banks would be shared with you by your mentor and supervisor for your learning so that you can independently soon coordinate on your own, & hopefully, later you could soon have your own Team, as well.

As remuneration you would be entitled to salary plus incentives under the Wealth Creation plan. **You will join in at an Intern salary** which is progressive and increases with each month, beginning at INR 11,000/ per month, to be increased by INR 1,000/- each month for the next 4-5 months till INR 15,000/- per month. After that, depending on your performance, your salary is to be scaled by INR 3000/- per month with good performance after every quarter & could go up to INR 18k, then to 21k, 24k and even to 30k fixed per month in less than a year also. Your Team leaders have had such a career and salary growth in the last one year. With every increase your Level would also increase. On good performance you could also soon become a Team Leader with a small team. You would be trained to have 5-10 closures per month and the maximum is depending upon your learning and capacity to 25-30 points (POINTS system is explained with the Wealth Creation Incentive plan).

The Wealth Creation Incentive plan would allow you to earn a multiple times your monthly salary as bonus / addition at the end of the year – For 60 points scored you would earn a month's extra salary & then for the next 45 points another month's extra salary & also with the next 45 points another month's extra salary. This could go up with lesser additional points added as you move up the scale of performance. On top of this credit balance in your accrued corpus you would be also entitled to interest with minimum interest being 9% at the lowest level of performance, which would be scaled to 12% and then to 15%, to 18% to 21% or even to 24% with the Highest GOLD LEVEL performance. Your POINTS would accrue on the candidates joining after their selection and acceptance of the offer letter.

We welcome you to be part of a winning team. We are quite sure that you would be able to contribute with full dedication to your responsibilities and for the task that you have been chosen for. We do expect you to keep all official information as purely CONFIDENTIAL. We also expect you to use the information only for the business purposes of JOBSNAVIGATOR and to surrender all information to the company, as and when required. If for any reason, you wish to leave the company, a month's notice is expected, which can be waived on meritorious grounds, at the sole discretion of the Company. Similarly, in case the Company has to ask you to leave the company, either for non-performance or any other reason, then also a one month's notice would be given.

JOBSNAVIGATOR TEAM on behalf of:

Arvind Elhance
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Addendum: i) Career Growth – ii) Work Ethics

i) Career Growth

From a Consultant Team member to a Team Leader : A consistent good performance. You need to have a proactive coordination with the team and with the clients and candidates. There has to be full dedication and focus in your work. You need to demonstrate good interaction with the candidates & get good referrals on an ongoing basis. While lining up candidates for the interviews, there should be good turnout average & good conversion ratio. There has to be an engaged approach to work. Any good suggestions for improvising the approach, output and good initiative would be encouraged. The TEAM LEADERS today were also Trainee Consultants like you till last year.

From a Team Leader to a Group Leader and a subject-matter expert : Along-with your good performance, a constant engagement with the team, candidates, getting mandates with proactive coordination with the existing/new clients, awareness about the Companies and domain that you are working. You should be able to have a good feedback from the stake-holders.

ii) Work Ethics

- We are building a positive, honest work culture with a WIN-WIN approach always so that all can enjoy and benefit while working and continue to improvise further.
- Do remember at all times that you would represent the Company and you need to feel responsible and proud of the same.
- It would help you, and all the other stake-holders: the client, the candidate & the company,
 - If we all view this association more of a “learning and earning opportunity” – the better you perform, the better you earn on a monthly basis & the more you learn.
 - If we all continue to remain “engaged” with the process and suggest ways of improvising the same, our working style and help in optimizing output for everyone’s benefit.
 - If we dedicate ourselves to improving our performance – to make it convenient for everyone, a self-evaluation of performance every week / month on an excel tracker on your Gmail-drive shared with HR.
 - Work timings : 8-9 hours a day on the work-desk
 - **3-4 slots of 1½hours-2 hours each** - with 15-20 minutes pause in between for refreshers
 - Shift 1: 9.30/10 am to 6/6.30 pm;
 - Shift 2: 12/12.30pm- 8/8.30pm (if agreed or suggested by management)
 - *Shift 3: night-shifts in case of international assignments*
 - **For each slot 15-20 calls** – of which **2-3 CVs likely to be shortlisted - to be shared after each time-slot** – in all 50-60/calls a day & shortlists **in double-digits by end of the day**
 - Progress simultaneously updated on the excel sheet & shared on WhatsApp with your supervisor.
 - Incoming official call to be picked up in 2-3 rings else reverted with a proper message.
 - If on leave then a leave message with a clear message whom to connect in your absence
 - Leave to be pre-sanctioned in advance – 10 in a year – plus alternate Saturdays by rotation to be pre-fixed with your supervisor.
 - If a sabbatical leave without pay for a few months is required then that could be sanctioned at the discretion of the Management, depending on your performance. Your rejoining could be later as per your availability & the existing workflow at that time.