



# OPTOMI CANDIDATE OWNERSHIP PROCESS

## 14-DAY CANDIDATE RULE

A recruiter retains candidate representation rights for 14 days after a prescreen or tech screen, AND an additional 14 days from the point of last contact.

To retain candidate ownership

- A full candidate profile must be built in BH inclusive of all required fields, (please reference candidate ownership document for requirements),
- A qualified (documented) prescreen or tech screen
- Proof of 2-way communication (email, phone etc.)

## COMMISSION SPLIT

If an Optomi Recruiter identifies a candidate with a record in Bullhorn that is owned by another recruiter and is a fit for the position they are assigned/supporting, it is HIGHLY SUGGESTED that the Recruiter assigned to the Job Requirement reach out to the Recruiter owning the candidate to learn more about the candidate before reaching out to the candidate themselves. Reaching out is MANDATORY if the candidate is listed as ACTIVE on an open Job Requirement. (Send-Out, Interview, Etc.)

The recruiter owning the candidate can decide to close the candidate on the new position themselves or suggest the recruiter who is supporting the position call the candidate to close them on the new job. 75% of commission will go to the recruiter who takes the candidate through the client submittal Interview process and that recruiter will also be responsible for all consultant touch points moving forward. The remaining 25% will go to the other engaged recruiter.