

# SourcingScreen – Partner Agreement & Sourcing Guidelines

This **Partner Agreement** (“**Agreement**”) is made between **SourcingScreen** (“we,” “our,” or “the Platform”) and the **Recruiter/Agency Partner** (“**Partner**,” “you”) who registers on the platform.

By registering and using SourcingScreen, you agree to comply with this Agreement and the accompanying Sourcing Guidelines.

---

## 1. Purpose

SourcingScreen enables Recruiter Partners to submit qualified candidates for client job opportunities. In return, partners receive a success-based commission upon successful candidate placement.

---

## 2. Partner Responsibilities

As a Partner, you agree to:

- Submit only accurate, truthful, and verified candidate information.
  - Obtain prior consent from candidates before sharing their profiles.
  - Avoid submitting duplicate or plagiarized resumes.
  - Maintain professionalism in all interactions with candidates and clients.
  - Adhere to platform timelines, submission rules, and communication protocols.
- 

## 3. Commission & Payment

- You will earn a **success fee (commission)** for each candidate you place through the platform.
  - The **commission percentage/amount** is specified in the job posting.
  - Payments are released **60 days after the candidate’s joining date**, subject to client payment receipt.
  - Payments are made via **Bank Transfer, Wise, Veem, Stripe, or PayPal** depending on availability in your country.
  - You must provide valid payout details once requested by our Finance team.
- 

## 4. Candidate Ownership

- The first Partner to submit a candidate's complete profile (with consent) will be considered the **owner** of that candidate for the specific job role.
  - Candidate ownership is valid for **6 months** for that role unless otherwise agreed.
  - Duplicate submissions will be rejected.
- 

## 5. Confidentiality

- Candidate data, client information, and platform processes are confidential.
  - Partners must not share candidate resumes, job descriptions, or client details outside the platform.
  - Any misuse of data will result in immediate termination of this Agreement.
- 

## 6. Data Protection

- Partners must comply with data privacy standards when handling candidate information.
  - Candidate consent must always be obtained prior to submission.
  - SourcingScreen processes and stores data as per its **Data Protection & Privacy Policy**.
- 

## 7. Termination

- Either party may terminate this Agreement with written notice.
  - SourcingScreen reserves the right to suspend or terminate a Partner's access in cases of misconduct, false submissions, or breach of this Agreement.
- 

## 8. Liability

- SourcingScreen acts only as an intermediary platform between recruiters and clients.
  - Partners are responsible for the accuracy and legitimacy of candidate data submitted.
- 

## 9. Governing Law

This Agreement shall be governed by the laws of India.

---

# Sourcing Guidelines

To ensure smooth collaboration, please follow these sourcing guidelines:

1. **Candidate Consent** – Always inform and obtain permission from candidates before submitting their profiles.
2. **Complete Profiles** – Ensure resumes are updated and include contact details, experience, and skills.
3. **Avoid Duplicates** – Check the platform before submitting to prevent duplication.
4. **Timely Communication** – Respond promptly to client or platform queries about your submissions.
5. **Professional Standards** – Represent both SourcingScreen and the client professionally in candidate communication.
6. **No Direct Client Contact** – All communication must go through the platform unless authorized.
7. **Payment Compliance** – Share valid payout account details when requested; payments are only processed through approved channels.

---

## Acknowledgment

By registering and using SourcingScreen, you acknowledge that you have read, understood, and agreed to abide by this **Partner Agreement and Sourcing Guidelines**.