



List of Services for Recruitment of Foreign Nurses

A. IDENTIFICATION OF EMPLOYER'S REQUIREMENTS AND PRESENTATION OF CANDIDATES

1. Employer will make a written request for Recruiter's services, setting forth its requirements for qualified nursing staff ("Manpower Request" – see Exhibit A). Simultaneously, Employer shall provide Recruiter with:
 - a. Recruiting materials describing Employer;
 - b. An Employee Handbook or Manual or other similar materials describing its employee policies;
 - c. Detailed descriptions of the positions for which nursing staff is sought;
 - d. Data concerning housing and living costs within fifty (50) miles of the facility in which nurses are to be placed;
 - e. A detailed description of proposed compensation and benefits for prospective employees.
2. Employer shall also provide to Recruiter information necessary to comply with domestic immigration laws, including but not limited to the following:
 - a. Detailed descriptions of the positions for which nursing staff is sought;
 - b. Proposed wages and ranges for such positions;
 - c. Benefit package summary;
 - d. Area prevailing wages;
 - e. Number of Employer's full and part time employees
3. Recruiter will identify Registered Nurses (hereinafter referred to as "Candidates") who meet Employer's minimum employment criteria, and who are willing to be employed by Employer and to relocate to the state in which Employer wishes to place them.
4. Recruiter will provide to Employer resumes of Candidates and such additional information concerning Candidates as Employer may reasonably request. Employer hereby agrees to keep all such information concerning Candidates confidential, and shall not release any such information to third parties.

B. INTERVIEW PHASE

1. Recruiter will schedule and coordinate interviews with qualified Candidates based on Employer criteria. Recruiter will score Candidates using Recruiter's proprietary interview tool, and take detailed notes referencing each Candidate's qualifications. Recruiter will provide Candidate resumes, scored interview tools, interview notes, and Candidate skills checklist to Employer.
2. Employer will review screened resumes and, at its option, either extend job offers as described below, or begin telephone interviews of Candidates. Job offers must be extended, or Candidates must be interviewed, as the case may be, not later than ten days after receipt of resumes and interview materials from Recruiter. Recruiter will coordinate and schedule telephone interviews, if any, with Candidates. If Employer decides to conduct telephone interviews, it agrees to conduct not less than four such Candidate interviews per day. Employer shall select or reject each Candidate interviewed within ten days following the date of the interview and shall notify Recruiter in writing of the results of its decision.



C. OFFER OF EMPLOYMENT PHASE

1. Employer has the sole right to decide which Candidates, if any, will be offered employment. Written offers of employment to Candidates must be made within ten days following the date of the Candidate's interview. Such offers are made by faxing them to Recruiter together with a copy of Employer's proposed employment terms; Recruiter will transmit all such offers to Candidate promptly upon receipt. Recruiter will notify Candidates that any offer of employment not accepted within thirty days following the date of its transmission shall be void. Signed fax transmissions are sufficient to meet the requirements of this section.

D. IMMIGRATION PHASE

1. Recruiter shall provide Employer with notice of all accepted offers of employment within ten (10) days following receipt thereof. A prospective employee who accepts an offer of employment is hereafter referred to as a "Contracted Employee".
2. Employer will retain an immigration attorney ("Attorney") licensed to practice in one or more states and one or more federal courts, and with experience handling immigration matters similar to those involved in this recruitment program. Employer's lawyer will be responsible for preparing all petitions and supporting documentation necessary to obtain Immigration & Naturalization Service approval for the Contracted Employee to work for the Employer as a registered nurse.
3. The parties contemplate that under most circumstances, a permanent resident ("immigrant") visa will be sought for the Contracted Employee.
4. The parties agree that there may be instances in which a permanent resident visa is not the most effective immigration benefit to address the specific employment situation. If, after consultation with the Attorney, the Employer determines that a temporary visa would more effectively suit its needs, Employer will authorize the Attorney to prepare petitions and/or applications appropriate to the situation. It is understood and agreed that the availability of Visas for foreign nurses is subject to legislative and regulatory change, the histories and qualifications of the aliens, and the needs and qualifications of the employer. The parties may not always be successful in obtaining such visas for Contracted Employees due to circumstances beyond their control.
5. Once the Employer's petition is approved by the INS, the Employer will assist Contracted Employees in immigration to the United States by coordinating travel arrangements for the Employee and by working with the Attorney and U.S. consulates abroad.
6. The Employer agrees to cooperate with the Attorney by promptly providing necessary information and documentation and by executing necessary documents in order to facilitate the processing of employee visa applications.