

(Managing organization) & (Employer)

Memorandum of Understanding

The purpose of this MOU is to ensure a joint understanding by (employer) and (managing organization) of the project and specific activities to be undertaken.

(Employer) and (managing organization) will enter a partnership to facilitate the relocation of displaced talent to the destination countries where (managing organization) operates in.

Under this memorandum of understanding (employer) has identified (number) job openings for skilled people, and is intending to offer employment to a minimum of (number) candidates that meet the needs of Employer Partner.

(Employer) will identify potential candidates and assess their potential through their standard recruiting processes. (Employer) can choose to hire more than (number) refugees if they identify additional suitable candidates.

(Managing organization) will provide a service to identify suitable candidates for (employer), facilitate the communication between (employer) and candidates, prepare candidates for assessments and interviews and assist in the visa application and settlement of candidates upon arrival.

Terms of Partnership

A. (Employer)

- a) (Employer) will provide a suitable role that they would like to recruit for including but not limited to standard job descriptions to be shared with (managing organization)
- b) (Employer) will consider candidates put forward by (managing organization)
- c) (Employer) will share the expected steps in the recruitment process so the candidates can prepare for it accordingly.
- d) (Employer) will assess skills, experience and fit inline with (employer)'s standard selection criteria through remote interviews (with video).
- e) (Employer) will provide interview feedback for all candidates assessed, to support their continuous improvement.
- f) (Employer) has no obligation to offer an employment contract. If there is no suitable candidate that would fit the role (employer) is recruiting for, (employer) will notify (managing organization) of this decision.

- g) (Employer) will undertake their normal compliance checks directly with the successful candidates.
- h) (Employer) will support the visa application for the successful candidates, including any associated costs.
- i) (Employer) is willing to advocate with (managing organization) for employment pathways for refugees.
- j) (Employer) would consider participating in promotional activities to raise awareness of the benefits of employment pathways for displaced talent (e.g. employer testimonials, success stories, etc.).

B. (Managing organization)

- a) Upon receipt of Employer's job descriptions, (managing organization) will identify and propose suitable candidates.
- b) (Managing organization) will share any relevant background information on the candidates.
- c) (Managing organization)'s designated contact will facilitate the communication remote interview scheduling between (employer) and the Candidates.
- d) (managing organization) will assist in preparing the candidates for each round of recruitment.
- e) (managing organization) will facilitate the job offer process for successful candidates, including ensuring that candidates understand the employment context in the destination country.
- f) (managing organization) will support the successful candidates with their Visa applications.
- g) (managing organization) will assist in the coordination of the relocation and settlement planning process with you, relevant settlement organisations and the candidate
- h) (managing organization) will provide ongoing updates to (employer) on the timelines for recruitment and arrival.

C. Visa Application

As (managing organization)'s candidates are forcibly displaced people, any visa classes that provide a pathway to permanent residency for a candidate will be considered.

A close cooperation between (employer) (HR, Mobility and hiring manager), (managing organization) and a nominated migration expert is required.

(Employer) will nominate a visa migration agent to work on the visa application for the successful candidate, or do this in house.

(Managing organization) will work together with (employer)'s nominated visa migration agent and support in the best possible way to ensure the application is complete and can be submitted as soon as possible.

D. Settlement Support

(Employer) budget for additional settlement support for the candidate and their family to ease their transition to destination country including:

- Immigration fees and charges;
- IELTS Fees, if required
- One way flight/s to the destination of employment unless otherwise agreed; and,
- Temporary housing

(Managing organization) will work with (employer) to engage relevant organisations to ensure the candidate and their family are oriented to destination country and understand their entitlements to social services and specialised migrant and refugee settlement support programs.

Relocation and settlement support to be provided by (employer) will be outlined in the candidate's employment contract.

E. Costs

The costs involved for bringing a candidate to a destination will differ depending on the visa class being applied for and the personal situation of a candidate (e.g. a single person vs. a candidate with a spouse and a child).

Prior to starting the visa application, the costs, timelines and requirements will be discussed and agreed on with (employer).

(Employer) will be responsible for the cost of:

- Visa application charges for the candidate and their family members (varies per visa)
- Immigration lawyer/Migration agent cost (varies per visa)
- Flights for the candidate and their family members
- Medical checks
- Settlement support (determined on a case by case basis depending on needs of the employee and family)
- Temporary accommodation for candidate and accompanying family

