**HerNest**

*Human Centered Data Ecosystem*

**Pre Partnership Hiring Templates**

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**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

Hiring and recruitment templates.

**How to Use**

* Choose right template
* Customize job descriptions
* Replace placeholders
* Review with HR

**Tips**

* Be clear about requirements
* Use inclusive language

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

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# **COLLABORATION DOCUMENT TEMPLATE**

## **Pre-MOU Stage Agreement**

*This document serves as a preliminary agreement before formal MOU execution*

## **DOCUMENT TYPE SELECTION**

**Choose One:**

[ ] **Partnership/Business Collaboration**

[ ] **Talent Hiring Agreement**

# **SECTION A: PARTNERSHIP/BUSINESS COLLABORATION**

*(Use this section for organizational partnerships and business collaborations)*

### **1. PARTIES INVOLVED**

**Primary Organization:** [Subscriber Organization Name]

**Contact Person:** [Name and Title]

**Email:** [Email Address]

**Phone:** [Phone Number]

**Collaboration Partner:** [Partner Organization Name]

**Contact Person:** [Name and Title]

**Email:** [Email Address]

**Phone:** [Phone Number]

**Organization Type:** [NGO/Business/Government/Academic Institution/Other]

**Date of Initial Agreement:** [DD/MM/YYYY]

### **2. BRIEF PURPOSE OF COLLABORATION**

**Primary Objective:** [State the main goal in 1-2 sentences, e.g., "To jointly deliver entrepreneurship training programs for women-led businesses in [specific location/sector]"]

**Collaboration Type:**

[ ] Joint Program Delivery

[ ] Resource Sharing

[ ] Knowledge Exchange

[ ] Market Expansion

[ ] Capacity Building

[ ] Other: [Specify]

**Duration Estimate:** [e.g., "6-month pilot program" or "12-month strategic partnership"]

### **3. INTENDED OUTCOMES**

**Quantifiable Goals:**

[Outcome 1, e.g., "Train 100 entrepreneurs"]

[Outcome 2, e.g., "Launch 20 new businesses"]

[Outcome 3, e.g., "Generate $50,000 in participant revenue"]

**Strategic Benefits:**

**For [Subscriber Organization]:** [e.g., "Expand reach to new geographic area"]

**For [Partner Organization]:** [e.g., "Access proven training curriculum"]

**Mutual Benefits:** [e.g., "Strengthen local entrepreneurship ecosystem"]

**Success Indicators:**

[Metric 1, e.g., "80% participant completion rate"]

[Metric 2, e.g., "90% participant satisfaction score"]

[Metric 3, e.g., "50% of participants launch businesses within 6 months"]

### **4. KEY NEXT STEPS AND DECISION TIMELINE**

**Immediate Actions (Next 2 Weeks):**

[ ] [Action 1, e.g., "Conduct detailed needs assessment"]

[ ] [Action 2, e.g., "Define resource requirements"]

[ ] [Action 3, e.g., "Identify key stakeholders"]

**Short-term Milestones (Next 30 Days):**

[ ] [Milestone 1, e.g., "Complete feasibility study"]

[ ] [Milestone 2, e.g., "Secure preliminary budget approval"]

[ ] [Milestone 3, e.g., "Draft formal MOU"]

**Decision Points:**

**Final Partnership Decision:** [Date, e.g., "By [DD/MM/YYYY]"]

**MOU Signing Target:** [Date, e.g., "By [DD/MM/YYYY]"]

**Program Launch Date:** [Date, e.g., "By [DD/MM/YYYY]"]

**Key Dependencies:**

[Dependency 1, e.g., "Partner board approval"]

[Dependency 2, e.g., "Funding confirmation"]

[Dependency 3, e.g., "Regulatory clearances"]

# **SECTION B: TALENT HIRING AGREEMENT**

*(Use this section for hiring candidates)*

### **1. PARTIES INVOLVED**

**Hiring Organization:** [Subscriber Organization Name]

**Hiring Manager:** [Name and Title]

**HR Contact:** [Name and Title]

**Email:** [Email Address]

**Phone:** [Phone Number]

**Candidate:** [Candidate Full Name]

**Email:** [Email Address]

**Phone:** [Phone Number]

**Current Location:** [City, Country]

**Availability:** [Start Date Preference]

**Date of Initial Agreement:** [DD/MM/YYYY]

### **2. POSITION DETAILS**

**Job Title:** [Specific Position Title] **Department:** [Department/Team Name] **Reporting Line:** [Direct Supervisor Title] **Employment Type:**

[ ] Full-time

[ ] Part-time ([X] hours per week)

[ ] Contract ([Duration])

[ ] Consultant

**Work Arrangement:**

[ ] On-site

[ ] Remote

[ ] Hybrid ([X] days in office)

**Proposed Start Date:** [DD/MM/YYYY]

### **3. KEY PERFORMANCE INDICATORS (KPIs) & TERMS**

**Primary Responsibilities:**

[Core responsibility 1]

[Core responsibility 2]

[Core responsibility 3]

[Core responsibility 4]

**Performance Expectations (First 90 Days):**

**30 Days:** [e.g., "Complete onboarding and system training"]

**60 Days:** [e.g., "Lead first project deliverable"]

**90 Days:** [e.g., "Achieve [specific metric/outcome]"]

**Key Performance Indicators:**

**Quantitative KPIs:**

[KPI 1, e.g., "Complete 5 client projects per month"]

[KPI 2, e.g., "Achieve 95% quality score"]

[KPI 3, e.g., "Maintain client satisfaction above 4.5/5"]

**Qualitative KPIs:**

[KPI 1, e.g., "Demonstrate strong team collaboration"]

[KPI 2, e.g., "Show initiative in problem-solving"]

[KPI 3, e.g., "Maintain professional communication standards"]

**Performance Review Schedule:**

**Probation Reviews:** [e.g., "30, 60, and 90 days"]

**Annual Reviews:** [e.g., "Every 12 months"]

**Career Development Discussions:** [e.g., "Quarterly"]

### **4. COMPENSATION & BENEFITS OFFER**

**Salary/Compensation:**

**Base Salary:** [Amount] per [month/year]

**Performance Bonus:** [Details if applicable]

**Equity/Profit Sharing:** [Details if applicable]

**Benefits Package:**

[ ] Health Insurance ([Coverage details])

[ ] Professional Development Budget ([Amount annually])

[ ] Flexible Working Hours

[ ] Paid Time Off ([X] days annually)

[ ] Remote Work Equipment Allowance

[ ] Transportation Allowance

[ ] Other: [Specify]

**Professional Development:**

**Training Opportunities:** [e.g., "Access to online courses, conference attendance"]

**Mentorship Program:** [Details if available]

**Career Growth Path:** [e.g., "Promotion to Senior role within 18-24 months"]

**Probation Period:** [Duration, typically 3-6 months] **Notice Period:** [e.g., "30 days after probation completion"]

### **5. KEY NEXT STEPS AND DECISION TIMELINE**

**Immediate Actions (Next 1 Week):**

[ ] [Action 1, e.g., "Candidate to review detailed job description"]

[ ] [Action 2, e.g., "Complete reference checks"]

[ ] [Action 3, e.g., "Conduct final interview with team"]

**Short-term Milestones (Next 2-3 Weeks):**

[ ] [Milestone 1, e.g., "Finalize compensation negotiations"]

[ ] [Milestone 2, e.g., "Complete background verification"]

[ ] [Milestone 3, e.g., "Prepare formal offer letter"]

**Decision Points:**

**Final Hiring Decision:** [Date, e.g., "By [DD/MM/YYYY]"]

**Offer Letter Issued:** [Date, e.g., "By [DD/MM/YYYY]"]

**Response Deadline:** [Date, e.g., "By [DD/MM/YYYY]"]

**Expected Start Date:** [Date, e.g., "[DD/MM/YYYY]"]

**Key Dependencies:**

[Dependency 1, e.g., "Budget approval from finance team"]

[Dependency 2, e.g., "Positive reference checks"]

[Dependency 3, e.g., "Candidate acceptance of terms"]

## **MUTUAL UNDERSTANDING & AGREEMENT**

**Both parties acknowledge:**

[ ] This document represents preliminary understanding only

[ ] All terms are subject to change during formal MOU/contract negotiations

[ ] No binding legal obligations are created by this document

[ ] Either party may withdraw from discussions with 48-hour notice

[ ] Confidentiality will be maintained regarding all shared information

**Special Conditions or Notes:** [Add any specific conditions, concerns, or additional notes]

## **SIGNATURES**

*This collaboration document represents mutual interest and preliminary agreement. It is non-binding and serves as a foundation for formal agreement development.*

**FOR [SUBSCRIBER ORGANIZATION]:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: [Print Name] Title: [Job Title] Date: [DD/MM/YYYY]

**FOR [PARTNER ORGANIZATION/CANDIDATE]:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: [Print Name] Title: [Job Title/Position if applicable] Date: [DD/MM/YYYY]

## **NEXT STEPS SUMMARY**

**Follow-up Meeting Scheduled:** [Date and Time] **Meeting Agenda:** [Brief outline] **Document Review Period:** [e.g., "5 business days"] **Formal Agreement Target:** [Expected date for MOU/contract signing]

**Document Prepared By:** [Name] **Date Prepared:** [DD/MM/YYYY] **Document Version:** 1.0 **Review Date:** [Next review date]

*This document should be reviewed and updated as discussions progress. Convert to formal MOU/contract once all preliminary terms are agreed upon by both parties.*

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*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*