

10 Company Tips for Working With a Recruiter

1. **Understand the recruiter's niche.** There are at least three varieties of recruiters – Retained search, contingency and third party staffing/consulting. Retained search recruiters get paid a retainer and are typically utilized by companies for executive level searches. Contingency recruiters typically recruit for mid-level permanent positions and get paid a fee contingent on their filling the requirement. Third party staffing and consulting agencies frequently have limited duration assignments to fill for their clients. They often compete with several other agencies on particular projects.
2. **Take the time to define the job requirements.** Be sure to share the job description, duration if the assignment is a contract role, scope of the project and if available the budget window. It helps the recruiting company to source candidates with the right level of experience, background and skill sets for the role you are trying to fill.
3. **Stay in touch.** Help your recruiter to help you. Be easily available, check in frequently, share information about the status of the role, particularly if multiple agencies are working on the role.
4. **Create a business partnership.** Some agencies support a wide variety of roles, and others have a specific niche market. Understand how the various companies fit into your overall staffing model and be candid about how you'll work with a particular agency. If you'll only use them on a limited basis for those positions that exceed your in-house capacity – let them know. It will save you fielding unnecessary phone calls and will allow them to allocate resources appropriately.
5. **Share your budget for the role.** It will save you time in the long run – the agency will narrowly target the skills and experience of potential candidates around the budget you've shared. That way the agency will only present resumes for candidates within the appropriate salary range.
6. **Be candid.** If the job has been open for months, share that information. If the role is one that is difficult to fill because of in-demand skills, or a challenging regulatory environment, or some other specific reason, tell the agency rep. They'll frame it up with the candidates, making them aware of the situation, so that you'll see only candidates that thrive in the specific environment you've described.
7. **No surprises.** If the role is filled either internally or via another agency, make sure everyone is informed. If for some reason the role is going to go unfilled, share that information as well. For any agency, it's best to know sooner rather than later – so that scarce recruiting resources can be re-allocated.
8. **Be prompt.** Skilled candidates often have multiple opportunities on their plates. Once a decision is made, be sure to inform your agency rep as soon as possible. There are internal agency logistics that don't start until you've made your decision.
9. **Provide feedback.** Most agencies welcome feedback from the hiring managers about the candidates they've presented. If we've missed the mark – go ahead and fine-tune us. We want to know so that we do a better job with the next potential candidate. We want to create a partnership.
10. **Provide referrals or testimonials.** If you're delighted with the support and service you get from an agency, be willing to share your experience with others in your industry. Word of mouth and testimonials from our satisfied clients are critical to our success! We appreciate your business!