

Working Effectively With A Recruiter

When working with a recruiting firm, the success of the placement relies on both the recruiter and the company that is working with the recruiter. Once the decision is made to work with a recruiter, there are a few critical steps that must be taken seriously before contacting a firm.

Step 1- Establish a thorough job description.

An accurate job description is essential to the recruiter having success. Remember, they do not work in your company and they have no inside information on what the position entails. By giving them an accurate review of a day in this position, they will be able to narrow their search so that they are presenting you with a much closer match to what you require.

Step 2 - Establish a budget

Research what the going rates are that most recruiting firms charge and what you have paid in the past.

Step 3 - Choose a firm to work with.

Selecting a firm to work with can be a difficult choice. There are many firms to choose from. When making your decision, ask for referrals. The best way to find a recruiting firm is by word of mouth. Service is a large aspect to having success with a firm. Choose a firm that specializes in the field that you are recruiting for. Inquire about the details of their guarantee. Meet personally with the firm to determine if there is a match between their process and what your expectations are. Finding a match with the recruiter is almost as important as finding the right candidate.

Step 4 - Meet with the firm

Meeting with your representative to provide them with the accurate job description will give the recruiter a much better understanding of your company, the personality vs. culture fit of the candidate and will set both parties expectations at the same level. Ensure that they are aware of what your interview process is, along with the details of the position. This will greatly increase the chance of success in finding the right person for your company.

Negotiate the fee up front before you begin dealing with the recruiting firm. This prevents a possibly uncomfortable situation in the future once you decide who you want to hire.

Step 5 - Provide immediate feedback

In this market, the top talent in the industry do not last a long period of time before they are receiving multiple offers. Therefore, time is of the essence. When your recruiter presents candidates to you, be prepared to provide them with feedback and interview times within a 24 hour period. Delaying your response any longer may result in losing the candidate. After the interview, be prepared to move to the next stage of the process or make an offer immediately.

Step 6 - Offer Stage

At the offer stage, prepare for where your flexibility is, so that if it is required you are already prepared with your parameters. This will prevent delays in the acceptance of the offer. Ensure that you are available to speak with the recruiter throughout the next day so that if a counter offer has to happen, it happens in a timely manner.

Step 7 - After the acceptance

Provide feedback to the recruiter as to how you felt the process went. This will allow a smoother transaction, and a quicker response time next time you are in need of a recruiter. Having a good relationship with a recruiter may help you get out of a tight situation in the future.