

PREPARATION FOR YOUR MEETINGS WITH RECRUITERS:

Are you looking for a specialist agency for one role or a generalist agency for several roles?
 Are you looking for a single placement due to a high priority need or for a long-term relationship with a recruitment specialist?
 What have you done so far to recruit for this role/these roles?
 What can you provide to help them understand the business and the culture?
 What can you provide to help them understand the role(s) that you are seeking to fill?
 What will you be able to give them to give to candidates to help them engage with the business, culture, and role?

QUESTIONS TO ASK THE RECRUITER TO ASSESS THEIR SUITABILITY:

RELEVANT EXPERIENCE:

What do you know about our business?
 What experience do you have regarding this particular role/these particular roles?
 When did you last hire for this role/these roles?
 What was your experience of the market and candidates when you last hired for this role/these roles?
 Have you worked with any of our competitors to source similar roles in the last 12 months?
 How do you think we compete in the marketplace for talent?
 Do you have any 'hands off' clauses relating to potential companies or candidates that would restrict your search?

ATTRACTION AND SELECTION PROCESS:

What would your research/approach for this role/these roles look like?
 How would you go about qualifying candidates?
 How do you approach the first interview (face-to-face or phone/remote)?
 What do you provide when you forward qualified candidates (just the CVs, notes of interview...)?
 How would you keep us updated regarding progress during the assignment?
 Who would be the dedicated point of contact for this assignment?

CANDIDATE EXPERIENCE (QUESTIONS TO ASK THE AGENCY/AGENCIES DIRECTLY):

How will you support us to ensure that every candidate for this assignment receives a positive experience?
 How will you share candidate feedback with us so that we can learn from their experience of meeting us?

TERMS AND CONDITIONS:

Explain the terms and conditions that you would offer for this assignment.
 Is the % of salary fee negotiable?
 Is the % of salary fee referencing basic annual salary or any other aspects of the package?
 What will you offer if the candidate leaves us soon after placement? What refund or replacement will we receive?
 What will you offer if they are terminated during their probation due to their suitability, conduct or behaviour?
 How can we be assured that you would not contact the same candidate for an alternative assignment?
 Who 'owns' the candidates if they are sourced for our vacancy? If we have other roles that could be filled by those candidates, how would the fee structure work?
 How will the fee structure reduce if we offer exclusivity for this assignment?
 How will the fee structure reduce if we place multiple assignments with you?

OVERALL SUMMARY:

Why do you think we should work with you above any of your competitors?
 Any other questions?