

Top Hint

Work with a REC qualified Recruitment Agency. Member agencies must adhere to a Code of Professional Practice, adhering to strict principles and so helping you make the right decision on which agency to work with

Using a Recruitment Agency

You are likely to be in one of two camps with regards to using a recruitment agency. Here is an outline of the benefits of using a recruitment agency. Whether you work with a recruitment agency will depend on a number of factors. We hope this section will help in making that decision.

- ✓ Recruitment agencies offer expertise in the recruitment market. Offering advice in a range of areas that will help you find the right staff
- ✓ Recruitment agencies will help
 - Formulate a recruitment strategy
 - Assess and set a time scale from sign off to start date
 - Budget for salary and package
 - Write a detailed and relevant job specification (not just dusting down old job specs)
 - Advertise on your behalf with the advantage of getting discounted rates across different advertising media
 - Pitch your company to be competitive and attractive to candidates
 - Short list prospective candidates
 - Conduct interviews
 - Skills test and examine
 - Screen and reference check
 - Formulate the right offer to entice the successful candidate to accept
 - Support the new client-candidate relationship on an ongoing basis. Making sure the hard work isn't wasted
- ✓ Recruitment agencies have a broad network of candidates that they are constantly in touch with. Often these candidates are passively searching for jobs and often not advertised on job boards
- ✓ Recruitment agencies will develop relationships with the client ensuring that they will get the right candidate match, skills and culture. Essentially, a good recruitment agency will become an important part of the company HR team
- ✓ When employing temporary or contract staff the recruitment agency takes on responsibility of PAYE and Tax. The recruitment agency acts as a middle man and takes the away the usual admin required for a permanent employee