

## **How to select the right search firm for your company**

There are many recruiting firms that provide a wide range of search and recruitment services. You have the very low end “resume mills” that simply provide resumes from an internet source (a clerical function), to very high end staffing consulting firms that offer a full range of staffing services and can be your “**one-stop-shop**” for all of your staffing needs. It is important to look for a firm that you can establish a strong working relationship and partnership with for the long-term.

How to determine the right search firm you should partner with.

### **1. Consider more than just the fee. Consider the services you need as well as the services offered by the search firm.**

- Ask: What staffing services do you provide?
- Ask: What options do you offer in the services?
- Ask: Do you specialize in permanent and/or temporary placements?
- Ask: What consultation and training do you offer related to staffing?
- Ask: What reference, employment and background checks do you offer?
- Ask: What other services do you offer (such as offer formulation, closing the deal, candidate relocation services, interview training, hiring process improvement, 401k rollovers, cost-of-living reports, employee turnover and retention consultation, offer formulation, candidate personality profiling, use of videoconferencing for interviews, etc.)
- Ask: How do you get the search firms “dedicated-time-commitment” to your search?
- Ask: What is your search firms process?
- Ask: Are you professional closers? Do you close the candidates on offer acceptance?
- Ask: What do you need from me to be successful?

### **2. The firm must specialize in and have a strong network in your industry in order to provide you with the hidden talent you can't find on the internet.**

- Ask: What is your industry specialization?
- Ask: What is the size of your network and database in your industry?

### **3. What types of positions does the firm typically specialize in?**

- Ask: Do you specialize in individual contributors or do you also place executives?
- Ask: Do you specialize in certain disciplines like sales or engineering or do you cover all positions in the industry?

### **4. What is the search firms performance and track record of success?**

- Ask: What awards has your firm won for top performance?
- Ask: What is the background of your recruiters (years experience, education etc.)?
- Ask: Do you have affiliates that you can partner with for large staffing projects?

### **5. What geography does the search firm specialize in?**

- Ask: Do you work only in your local market, a specific region, the entire United States, or internationally?

### **6. What are the terms of their search agreements?**

- Ask: Do you offer options on how to pay the fee?

Ask: Do you offer varying levels of service and associated fees?

Ask: Do you guarantee your performance in writing?

Ask: What guarantee do you provide if the candidate doesn't work out?