



Qualifying Your Recruiter

Recruitment Company Name:		What are you looking for in a recruiter? (i.e. expertise/reach/speed/improve quality of CVs) *use this section to make notes
Location:		
Contact Name/s:		
Tel.		
Email:		
Specialisms:		
Google Review Rating/ No. of Reviews:		

Existing Recruitment Agency Only

Use this section to make notes on your experience with a recruiter you have already worked with.

What has worked well or could improve? i.e consider efficiency, enjoyment, successful placement, consultation, quality of candidates
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For New or Existing Recruitment Agency

All about knowledge and expertise:

No. of years in business		Consultant/s recruitment experience (yrs)		Consultant years in that industry before recruitment (if any)	
No. of years in specialist sector		Consultant experience in specialist sector (yrs)			

All about approach and reach:

What is their approach and beliefs in what makes a successful recruitment project?
What activities and channels do they undertake? i.e. targeted searching, head hunting, advertising, social media activity, other
What is the size of their network within their database and social media network?
What is their process?



All about approach and reach (continued):

Can they provide references of other clients that they have placed a similar role, in a similar location?
What do they need from us, the hiring company?
How responsive have they been through this qualification stage?
Do you believe you can work well with this consultant/recruitment agency? Do you like them?
How will the recruiter go above and beyond the attract, engage and introduce the right candidate?

All about their professional credentials:

Do they belong to one of the official recruitment membership organisations? i.e. REC, Apsco, other
If you use a recruitment agency for freelance resource, do their consultants hold accreditations with regards to compliance, such as diversity and IR35 legislation?
What do they do to ensure candidate compliance?

Overall how focussed is the recruiter on quality, and an efficient process designed to protect your time?

Based on your key criteria and conversation, score 1-10
