



Recruitment Agency Checklist



Recruitment agencies have access to a greater talent pool and excel at placing qualified candidates in the right roles. Your needs should be defined clearly when choosing a recruitment agency, especially when it comes to your timeline and the position(s) you are seeking. Interview your recruitment agencies like candidates to ensure they can deliver employees you need.

Consider checking off the factors below when determining which recruitment agencies to hire:

<p>What is the agency’s fee and when is it due? Recruitment agency fees vary across industries, market conditions, and specialization of the role. On average, agencies charge a one-time fee of 15-25% of the new hire’s salary. Some may charge upward of 30-40% for hard-to-fill roles. Typically, the fee will be due once a candidate is placed.</p>	
<p>What is the guarantee? Will there be a refund or number of months an employee must stay employed after hire?</p>	
<p>Is there a refund policy? If a candidate leaves the role within a brief time, will the agency refund the fees? If not, what is the resolution if the candidate quits or gets fired?</p>	
<p>What is the agency’s specialization? There are many types of recruitment agencies. Some agencies specialize in certain industries, while others focus on specific fields. Find one that best suits the needs of your business.</p>	
<p>Does the agency have references they can provide? It is essential to find an agency you can trust. If the company has a good reputation with helpful reviews, they will be happy to send you references. If not, that should be a red flag.</p>	
<p>How do their recruiters perform? Check the experience of their staff to learn their process for finding the best candidates. Talk to them directly to ask what their methods are and view their LinkedIn profiles to check credibility. Be sure to ask about checking candidate references and if they pre-screen candidates.</p>	
<p>What is their average time to source? How much time do they need to find the right candidate?</p>	
<p>What is the most recent satisfaction score for the talent your agency has placed? Check the recruitment agency’s experience and ask about their key accounts. Measure the satisfaction of candidates by requesting to view testimonials, reviews and satisfaction scores.</p>	
<p>Are there current trends and recruiting issues you should be aware of? It is important to trust the recruitment agency as a strategic advisor for your company. The agency should educate you and offer valuable information before you hire them.</p>	
<p>What is the agency’s interview-to-hire ratio? Interview-to-hire ratios are methods to determine how well the agency is sourcing and screening candidates. Ensure the recruitment agency has a strong interview-to-hire ratio to guarantee overall hiring efficiency. A good interview-to-hire ratio is 3:1 or better; a good agency should have these figures available to share.</p>	
<p>Ask for proposals from multiple recruiting agencies before deciding. This is imperative. Overpaying for recruitment services can dampen your talent acquisition plan. Not all agencies will be in your budget, so to avoid wasting time, proposals are necessary.</p>	