

## How to choose a good recruitment agency

The right agency will not only help you find the talent that fits your needs and organisation, they will work with you to ensure that the candidate you choose will be an asset to your business. Here's what you should look out for when considering representation:

### Location

Agencies located in central areas or in areas where their clients typically operate reach customers and address hiring needs faster.

### Functions

This refers to the kind of recruitment the firm does, the industries they specialise in and the levels of seniority at which they work.

- Perm and temp firms usually work at entry to junior levels. They place admin staff, secretaries and accountants, among others.
- General recruitment firms serve all industries, mainly at junior to mid levels of recruitment.
- Specialised recruitment firms have focused areas of expertise such as banking, IT, advertising, etc.
- Headhunting firms place talents for high-level or unique positions requiring specialist skills.

### Recruitment Methods

A firm with a range of methods and well-connected recruiters will be more successful at filling a given position. To find a candidate, methods such as advertising, online recruitment, database searches and references may be used.

### Flexibility

Firms willing to work on a success or tailored rate basis instead of a fixed rate structure clearly indicate their confidence and their emphasis on a strong client-agency relationship. Retainers, advances, discounts and guarantee periods as well as HR services such as outsourcing, payroll, training and contracting should be considered before signing a contract.

Ultimately, a good recruitment firm is the sum of its people. An effective recruiter is not just motivated by money; he or she is driven by the challenge of finding the right person for the right job. Select the recruitment agency that's willing to go the distance and be assured of a smooth and enjoyable recruitment process, as well as a candidate who will add value to your business.