



# 10 Questions You Should Ask Before Engaging a Recruiting Firm

Not all recruiting firms are created equal. If you know what to look for when you're shopping for a partner in this important process, you'll save yourself time, money, and unnecessary stress. Here are some questions you should ask before engaging a recruiting firm:

<b>1. How do you find candidates?</b>	The recruiting firm should offer strategies for locating candidates that go beyond job boards and classified advertising. Ask them what relationships they have with top talent in your field.
<b>2. How do you screen candidates?</b>	The screening process should include more than just collecting resumes. The recruiting firms you interview should indicate that they perform in-depth screening of candidates by phone or in person in order to assess their qualifications and interest in open positions.
<b>3. Do you take the time to really understand my needs?</b>	The recruiting firm should go beyond the surface and probe your needs in depth, with questions that actually help you put your needs into perspective and clarify your expectations.
<b>4. Will you visit me in person?</b>	This is important. Most recruiting firms will not take the time to visit your company to help them understand your corporate culture and environment.
<b>5. Can you offer guidance about how to budget, evaluate the quality of candidates, and make compensation comparisons?</b>	A professional recruiting firm should do more than present candidates. It should offer knowledgeable counsel and advice about current industry trends and the employment marketplace as it relates to your hiring needs.
<b>6. Do you have an in-depth understanding of my field?</b>	It is critical to work with a recruiting firm that has special expertise in your field. They should have a track record of success in conducting searches for specific positions relating to your needs.
<b>7. Do you have access to the best candidates in my industry?</b>	Any recruiting firm can identify the low-hanging fruit. You should be sure that the firm you work with is an active networker in your industry, with pre-existing relationships with the most talented people.
<b>8. What is your process for the "offer and acceptance" stage?</b>	The recruiting firm should have the knowledge and ability to negotiate acceptable terms that mutually benefit both candidates and client.
<b>9. After I engage a recruiting firm, what will I need to do?</b>	A good recruiting firm will expect you to be a proactive participant in the recruiting process. You should be prepared to provide open and direct communication every step of the way, including timely feedback about resumes and candidates and timely notification about any changes in the job description or job parameters.
<b>10. Do you have the "trust factor?"</b>	You want to be sure that the firm works ethically and honestly. You can ask the firm for references from current and previous clients in order to determine whether they have confidence in the firm.