

WHY USE A SEARCH FIRM

Recruitment of highly qualified candidates for senior level jobs, or highly specialized and/or skilled positions for which there is strong competition in the job market, may require contracting a specialized recruitment firm. Recruitment firms may also be used when one or more of the following circumstances are present:

- Difficulty filling a job for some time now.
- High turnover rates for a position.
- Position posted and has not received the desired candidate pool.

Search firm professionals typically have a wide range of personal contacts in their industry or field of specialty and specific knowledge of the area. Search firms research the availability of suitable qualified candidates working for competitors, related businesses or organizations and use targeted strategies to find suitable candidates. This allows you to choose among candidates that would not otherwise be available through other recruitment methods.

If you are considering hiring a search firm, this guide is designed to help you prepare and secure a recruitment firm, with the assistance of your Human Resources Advisor.

CRITERIA TO CONSIDER WHEN HIRING A SEARCH FIRM

Specialization Search firms are often national with many specializing in a particular business or industry sector. Specialized recruiters have research resources and sourcing, professional networks, or evaluative skills required to recruit strong candidates in their business or industry sector. You will want to pick the firm that best fits your circumstance. A list of pre-approved recruitment firms is available from UVic Purchasing Services, or you may select a recruitment firm of your own choosing.

Fee Structure Search firms can charge their clients in two ways:

1. Retained Fee Structure: A guaranteed one-time fee paid to the recruiters up front for their services.
2. Contingency Fee Structure: Contingency agreements are entirely performance based and you don't pay a recruiter until they successfully recruit an employee. Typically, this is a percentage of the employee's first year compensation package and can range from 15% - 30% of the recruited individual's salary.

Recruitment Methodology Search firms will tailor their recruitment methodology to fit your needs. This should be reflected in the contractual agreement. For example, you may want the search firm to be involved from posting to offer, or just to help source candidates and develop the long list, while you manage the screening, shortlisting, references and offer. You may want to specify if stakeholder input is to be sought during the candidate screening process, and if so by what means their input will be gathered. If timelines are critical, it may helpful to note

completion dates for the individual phases of the recruitment. Communications are often key in these efforts and if you would like to receive progress reports in meetings or via email at particular junctures then specify that as well. If you are interested in seeing the long list of applicants before it is short-listed, then state this as well.

Recruitment Guarantee Most search firms provide some sort of guarantee should the candidate who is hired be let go or leave voluntarily for another position within the first 12-18 months of their employment. Typically firms would commit to completing a second search at no additional cost.

Search Firm Hiring Process Your HR Advisor can help you determine if you should be working with a search firm. Please feel welcome to contact your HR Advisor at any time to discuss both long and short-term recruitment needs so that you can develop a strategic recruitment strategy in advance of hard-to-fill vacancies arising.

UVic Hiring Policies and Practices Recruitment firms will need to be made aware of UVic's hiring practices, compensation structure and benefits, and communication materials regarding the job posting, job description, or promotional material. It is advised that you connect your search firm recruiter with your HR Advisor.