

When it comes to seeking out **talent**, organisations often found themselves in a **buyer's market**. However, despite staffing reductions in recent years, research shows the **“War for Talent”** is increasing in all aspects of recruitment.

With SME's reporting an estimated £69 million a year “wasted” on poor recruitment decisions, wrong decisions can be seriously detrimental to the productivity and effectiveness of an organisation. For any employer of staff, recruiting the right people is essential to business success.

A survey by the Chartered Institute of Personnel and Development found that speed and the ability to recruit scarce skills were the most popular reasons for using an agency - even the most experienced HR professionals can benefit from an agency's local and specialist knowledge. Therefore, it has never been so important to appoint the right partnering agency.

Deciding on which agency to work with can be a difficult and significant business decision, however the benefits of working in partnership with an agency can prove a great asset, including:

- Introducing you as a reputable organisation to a vast selection of high calibre job seeking talent, that otherwise you would not have found
- Advising on and strengthening your recruitment strategy and process improving employee retention ratios

- Assisting with and guiding your through the search , selection and interview process
- Helping you to think “outside the box” when embarking on the very latest attraction methods to attract tomorrows talent, today.

**However, selecting the wrong recruiter can damage your brand and your business.**

### How do you begin the process?

**Use an agency that stands for professionalism & integrity**, and submits themselves to a transparent audit of their recruitment practices. REC members adhere to a Code of Professional Practice.

**Look for an REC Audited Agency.** Agencies that have achieved the REC Audited status, have submitted themselves to a separate, independent inspection and validation over and above the standard REC membership. As one of only a small percentage of the thousands of UK based recruitment agencies to have achieved this accolade, you can be assured your recruitment is in safe hands with White Horse Employment.

**Look within your region.** For many businesses, it is important to work with agencies who understand their local market; they can give market guidance and advise on the best way to promote your opportunity.

**Ask about the Consultants' Qualifications.** Once you've identified relevant agencies in your area, ask about their consultant's experience and qualifications. The REC offers the only two government approved recruitment industry qualifications, the Certificate in Recruitment Practice and the Diploma in Recruitment Practice. Either will be a strong indication that the consultant you are dealing with is well versed in recruitment law and best practice, look out for accreditations used by your consultant:

- CertRP** – Your consultant has achieved the Certificate in Recruitment Practice
- AIRP** – Your consultant is an affiliate member of the Institute of Recruitment Professionals
- MIRP** – Your consultant is a full member of the Institute of Recruitment Professionals
- FIRP** – Your consultant is a fellow of the Institute of Recruitment Professionals (this is by invite and recommendation only) and will have substantial industry experience.

# Employer Guide

## Choosing A Recruitment Agency

**Ask about Equality and Diversity.** With the UK's changing demographics it is essential to reach out across the full range of candidates to find the best applicant. Ask your prospective agencies about their equality and diversity policies. If they are signatories to the REC's Diversity Pledge, or have undertaken the rigorous assessment of the Diversity Assured Recruitment Model, this is a good indication that they are serious about these issues and are committed to best practice.

### Some key questions to ask an agency:

- Does the agency have experience of your industry and/or the types of roles you are recruiting for?
- Can they supply references or testimonials from other clients?
- Can the agency deliver against the staffing levels and skill sets you require?
- Does the agency have clear, ethical terms of business that can be agreed before the recruitment process proceeds? This will ensure you understand the circumstances under which you will be charged a fee by the agency.
- What customer service standards will the agency adhere to? Look specifically for what checks the agency will complete for candidates.
- Can the agency demonstrate that they comply with all relevant legislation?
- What qualifications and experience do the consultants that will be managing your vacancy have?

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For more information and guidance on how to choose your recruitment agency, contact **White Horse Employment** on **01225 777157**.

Your recruitment is in safe hands with **Wiltshire's Commercial & Professional Employment Solutions Specialist**. Trust us to save you time, resources and provide you with tomorrow's talent, today.



Employment solutions  
...it's our business