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In the fight for attracting the best talent for the organization, the recruitment practices usually include using the services of a recruitment consultancy. This is because they have access to a network of candidates, many of whom are available immediately with the experience and expertise you need.

Working with a recruitment consultancy should be a rewarding and successful experience, saving the time to get on with other aspects of your role. Their role is to understand your organization, its needs and culture, and interview appropriate candidates and provide you with a shortlist in an efficient and effective manner.

How to get started

Start by writing down your requirements. This will allow you to assess what each position requires in terms of skills, experience and personal profile. The more details you have about the position the easier and quicker your position will be filled.

Finding the right recruitment consultancy

There are many recruitment consultancies to choose from. The following considerations need to be kept in mind:

â€¢ Do they specialize in your market?

â€¢ How long have they been operating for?

â€¢ Have they recruited for your competitors or similar organizations?

â€¢ Do they have a consultative approach?

â€¢ What proof / evidence can they provide to demonstrate their previous experience?

The more detail you provide in your job specification, the more accurate the consultancy will be able to make its search, and the better it will be able to brief the candidates about the role.

Know your budget

One of the main reasons why the recruitment process takes longer than necessary is that there is no definite sign-off procedure in place for the role and there is no defined budget.

Developing a successful relationship with your recruitment consultancy

Most of the times relationship between HR departments and recruitment consultancies can be difficult if the consultancy is not adept at building effective business relationships; establishing apparent lines of communication and managing expectations.

Working with a professional recruitment consultancy will make a noticeable difference. It is best to hire a consultancy with a long track record to ensure the process is smooth.

Keeping in touch with your consultancy

They need to keep the candidates interested, particularly the best ones, who may be looking for several other positions simultaneously. A good consultancy will be working with you to keep track of developments and feed them back in a timely manner to a relevant candidate.

Take their advice

You are not going to offer the job to someone you are not happy with. What the consultancy can do is to advise you on how they think the candidates match up against each other, their salary expectations, how likely you are to find what you are looking for, and whether you are in any danger of losing the candidate.

It is not mandatory to take their advice but itâ€™s true that a professional recruitment consultant is able to impart the market view of the situation.

Register with a reputable company

While the majority of agencies are highly reputable it is important to ensure that your agency is licensed. There is also a voluntary organization that has been set up to establish and maintain standards and codes of practice for the recruitment industry. HR recruitment agencies that are members of the National Recruitment Federation (NRF) are governed by these standards and adhere to a code of conduct.

Concentrate on relevant agencies

Find an agency that specializes in your line of work, also check their website and ensure that they have relevant roles on their database. By limiting the number of agencies that you are dealing with you can build stronger relationships and keep tighter controls of where your CV is being sent. Companies that provide HR services receive multiple applications every day, rather than sending a group email send individual mails.

Keep your consultant up to date on your job search

If you are registered with more than one agency, keep a file of where your CV is going and who is sending it. Quite often agencies will work on the same jobs and it is important that your CV is not sent more than once to any one client.

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Puneet Gupta is the writer article who is one of the best a job consultants in india and handling a executive search firms.

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