



## Choosing a Recruitment Agency

*“The ‘war for talent’ is intensifying on all fronts, so appointing the right agency has never been more important. Research shows that the majority of employers struggle to know how best to appoint an agency and evaluate the on-going relationship. The Industry Research Unit is working with CIPD to further identify good practice in this area.”*

**Roger Tweedy**  
Director, Industry Research Unit

Deciding which recruitment agency to work with is often a difficult and always a significant business decision. A good agency can add value to your recruitment process by;

- introducing you to strong candidates you otherwise could not have found
- informing and strengthening your recruitment strategy
- guiding you through the interview and hire process
- helping you to think creatively about how to fulfill your requirements.

A poor choice of recruiter can damage your brand and your business.

### How Can I Find Out More?

There are extensive fact sheets and informational briefings covering employment issues on the REC website – just click on the REC site at [www.rec.uk.com](http://www.rec.uk.com)



### SMART GUIDE SERIES INCLUDE:

- The Smart Guide to intelligent business for **Consultancies**
- The Smart Guide to being brilliant for **Recruiters**
- The Smart Guide to your next job for **Jobseekers**
- The Smart Guide to the REC for **Everyone**



## How to Start

### 1) Look for an REC member agency.

REC members cover all sectors and regions of the UK, are subject to regular inspection, adhere to a Code of Professional Practice, and have had their professional references checked. There is a directory of member agencies at [www.rec.uk.com](http://www.rec.uk.com)

### 2) Look within your sector.

In particular if your placement requires specialist skills, such as medical training, a specialist agency will not only understand your business better but will have the most relevant set of registered candidates. REC's sector group members offer specialist advice on a wide range of discrete business areas. Go to [www.rec.uk.com/sectors](http://www.rec.uk.com/sectors)

### 3) Look within your region.

For many businesses, it is important to work with agencies who understand their local market. The REC's member directory allows you to search by postcode or by region, and we have Regional Directors appointed in each area who can advise you further.

### 4) Ask about the Consultants' Qualifications.

Once you've identified some relevant agencies in your area, ask them 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 would be a strong indication that the consultant you are dealing with is well versed in recruitment law and best practice.

### 5) Ask about Equality and Diversity.

With the UK's changing demographics it is essential to reach out across the full range of candidate to find the best candidate. 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 have developed good practice.



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#### USEFUL WEBSITES:

REC [www.rec.uk.com/choosing](http://www.rec.uk.com/choosing)



### What Should I Look For?



Agencies Displaying this Logo are accredited members of the REC.



These logos indicate accredited agencies that specialise in particular recruitment areas. In some cases this may mean that they are subject to additional Codes of Practice and validation procedures.



Agencies with this logo have submitted themselves to a separate, independent inspection and validation over and above the standard for REC Membership.

- AREC** A Recruitment Consultant using these initials is an Affiliate REC member
- MREC** A Recruitment Consultant using these initials is a full REC member
- FREC** A Recruitment Consultant using these initials is a Fellow of the REC
- CertRP** A Recruitment consultant using these letters has achieved the Certificate in Recruitment Practice qualification
- DipRP** A Recruitment consultant using these letters has achieved the Diploma in Recruitment Practice qualification

### What Are the Benefits of Working with an REC Member Agency?

- Member agencies are regularly, independently inspected so you can be sure that their basic practices have been approved as safe and legal.
- Member agencies sign up to a code of practice, mandating that they must live up to the principles of:
  - Respect for Laws
  - Respect for Honesty and Transparency
  - Respect for Work Relationships
  - Respect for Diversity
  - Respect for Safety
  - Respect for Professional Knowledge
  - Respect for Certainty of Engagement
  - Respect for Prompt and Accurate Payment
  - Respect for Ethical International Recruitment
  - Respect for Confidentiality and Privacy
- Access to the REC's Complaints and Disciplinary Procedure. This provides you with a route through which you can take action if the agency fails to live up to its promise under the Code.
- Your agency receives regular briefings and updates on changes to the law and to best practice in recruitment, so you can be assured their knowledge is up to speed with the changing environment.



Advice brought to you by  
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