

Is a Third-Party Recruiter Right for You?

What is a Third-Party Recruiter?

“Agencies, organizations or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs”

There are three categories:

Employment Agencies: List positions for a number of organizations and receive payment when a referred candidate is hired. **BEWARE:** Check to see who pays the fee, you or the organization listing the opening.

Search Firms: Contract with employers to find and screen qualified persons to fill positions. Employer pays fees.

Contract Recruiters: Hired by employers to represent them in the recruiting and employment function.

Resume Referral Firms: Collect information on job seekers and forward it to prospective employers. **BEWARE:** Both the employer and job seeker may pay fees, you must give written permission to have your resume given out. Make sure you state exactly to whom and for what purposes it may be given out.

If you are thinking about using a private employment agency to assist you in your job search, you need to seriously weigh the benefits and consequences of such a decision.



PROS

- A private employment agency stays in business by the number of positions they fill. In turn, your resume may be forwarded to many employers leading to possible interviews.
- Having someone else to locate openings allows you more time to concentrate on studying.
- In some cases, the employer pays the cost for placement.

CONS

- Private employment agencies work for the employer, not the job seeker. Because of this, resumes may be sent out that are not “perfect fits” causing wasted interviews.
- Employers have excellent contacts with university career centers and faculty, and often these may already advertise the same positions as the private employment agency.
- Job seeker costs could be as high as your first monthly salary or 15% of your gross annual income.
- Look out for “exclusive listing” or “exclusive handling.” If you are bound by this type of contractual agreement, you are not allowed to use any other assistance, and you may be required to pay a fee for any position you find yourself during this time period.

Questions to ask

- How many job openings do you typically have for someone in my field?
 - How many people, consistent with my qualifications, has your agency placed in the past year?
 - How will my information be used?
 - Are candidates treated equally and fairly?
 - How long have you been in business?
 - How do you find-out about open positions?
 - Are there any additional costs for me? (Many will include resumes, writing and critiques, interviewing workshops, etc. for a small fee)
- How long have you been a recruiter?
 - What kind of follow-up is given after I find a position?
 - How much is the fee and who pays?