

## Observations from the Bridge

### Industry Staffing News

#### For the Industrial and Consumer Goods Industry

#### In This Issue

[The Different Types of Recruitment Agencies](#)

[How to Choose a Staffing Agency: Five Key Questions](#)

[Recent Placements.](#)

#### The Different Types of Recruitment Agencies

There are many different types of recruitment agencies. It does not matter if you are looking for an electronics recruitment agency or an IT recruitment agency. In order to choose the right one to get an appropriate job, it is important that you know the basics of each different type of recruitment agency.

##### 1) Contingency based Agencies

Traditionally, contingency based agencies are known as employment agencies. They work with client companies to find suitable candidates by matching a candidate's qualifications and skills with the company's requirements. Once the criteria matches, a short interview is conducted followed by a reference or background check. Some employment agencies charge a flat fee to the client company, while others ask for a percentage of the candidate's first salary. In most cases, the candidates serve a probationary period and the agency is only paid once the candidate successfully serves the probationary period. Contingency based agencies are usually famous for

#### Hot Topic - Hiring a Staffing Agency:

In our last newsletter, we focused on the benefits of working with staffing agencies. Today, we would like to highlight, what you have to look for, when hiring such an agency.

In general, it is important to thoroughly select a staffing agency that fits your hiring needs and way of operations. Unfortunately, the recruiting industry is full of self-proclaimed recruiters that throw hundreds of resumes at companies rather than investing time and effort in understanding their clients' specific needs and culture. Therefore, it is crucial to clearly define one's individual hiring needs, expectations and process in order to find a suitable partner that is capable of assisting you. A reliable recruiter is critical for successful recruiting operations and the basis for a long-lasting relationship that benefits your business.

The following two articles provide an overview on the different types of recruitment agencies and how to choose the right firm.

Please feel free to contact us for further information. We are looking forward to assisting you with your individual hiring needs.

Sincerely,

**Joachim Woerner**  
Managing Director



#### How to Choose a Staffing Agency: Five Key Questions

So you've decided to enlist the services of a staffing agency. It's a choice many employers make, but the process of finding and choosing a firm can seem overwhelming.

While your first instinct in the search for a staffing agency might be to turn to the Web, try seeking recommendations. Talk with colleagues and vendors - even competitors - to see if they've had good experiences with a particular agency, and follow that up with some online research.

Once you've found an agency that seems like it might be a good fit, an in-person meeting is a must. Ask the five questions below in order to find out what sets the staffing agency apart, and how well your company cultures mesh.

administrative jobs.

### **2) Retained Search agencies**

Retained agencies usually handle senior level positions in an industry. These agencies are also known as executive search firms. The fee that a client company pays to a retained search agency is nonrefundable and a part of it is paid in advance for doing a retained search in order to fill a position. The remaining amount is paid once the client company hires an employee. A retained search agency finds candidates to meet the criteria mentioned by the client company.

### **3) Temp Agency**

A temp agency is also known as a staffing agency. It usually hires employees or candidates to fill temporary positions in an organization. Due to seasonal increases or an employee leaving the organization on a temporary basis like maternity leave, temp agencies provide candidates who work for that specific period of time. Usually, the client company pays an hourly rate for the candidate it hires. The temp agency will have to pay the candidate's wages, benefits etc. Temp agencies act as a bridge between temporary jobs and full time employment.

### **4) Niche Recruiting Agency**

Such a recruitment agency is responsible for hiring skilled candidates who are specialized in a certain discipline. Electronics recruitment agencies or Aeronautics recruitment agencies are some example that comes under this category. A niche recruitment agency ensures that a candidate is highly skilled and perfectly matches the criteria of a client company.

*Source: Career Geek*

## **1. What are your specialties?**

Many staffing agencies offer a broad array of services, but others specialize in a certain industry or job type, such as healthcare staffing or administrative positions. Ask an agency about their specialties, and how much experience they have recruiting for the positions you need.

## **2. What is your recruiting process?**

You might be thinking, "I can post an ad on craigslist and interview candidates, so why should I pay a staffing firm to do the same?" The fact is, staffing firms' recruitment methods go much deeper than online advertising; many recruiters have access to a large pool of candidates and years of experience recruiting. Discuss the staffing agency's recruiting practices in-depth; you may even ask to meet the individual who would be recruiting for your positions. Also, don't take it lightly that an immense amount of time goes into recruiting, screening, and selecting job candidates.

## **3. How do you screen employees?**

Staffing companies generally conduct background checks and drug screens on all temporary associates, and ensure that they are eligible to work. Ask a firm for more detail about these and other measures they take to vet employees, including skills testing, and how they might be customizable to the specific needs of your company.

## **4. What are your safety procedures?**

Workplace safety should be a priority for every employer, and in the case of temporary staffing, should be seen as a partnership between an employer and a staffing agency. Inquire about specific safety procedures the staffing company follows, such as training for temporary employees.

## **5. What is your markup?**

Price is certainly an important factor in choosing a staffing agency, but it shouldn't be your only criterion. Explore how the staffing agency arrives at its staffing markup, and what services are included. If an agency charges more than their competitors, ask why the extra cost is justified and what additional value they bring to the table.


While all of the questions above should be answered in a first meeting with a staffing agency, also consider how interested the agency is in listening to the challenges you face. A staffing agency should try to learn as much as they can about your business, and provide staffing that saves you time and helps your bottom line.

*Source: DePaul Industries*

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## References

If you know somebody who wants to look at a next career step, please let us know.

We will keep all information highly confidential.

Our success is based on your referrals! Thank you!

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