

TOP TIPS

CREATING A RECRUITMENT PREFERRED SUPPLIER LIST



1

ESTABLISH YOUR PRIORITIES

- Set measurable objectives on what you expect from this process
- Forecast hiring plans for the next 12 months



2

ANALYSE THE CURRENT POSITION ON THIRD PARTY USAGE

- Get relevant data (agency spend, no. of agency hires, agency vs direct fills, average fees)
- Know which suppliers you work with (which agencies, agreed terms, type of roles)
- What is your current process to select recruitment suppliers?
- Recruitment supplier metrics (success rates, CV to interview ratios)



3

CREATE A PSL STRUCTURE

- Determine the framework you'll use to manage recruitment suppliers
- Map existing supplier capability
- Set operating processes for the PSL (via HR, Procurement, Line Manager)



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DECIDE ON THE SUPPLIERS TO INCLUDE IN YOUR REVIEW

- Survey your internal market
- Evaluate and prioritise past performance
- Seek recommendations from your external network
- Identify new suppliers to consider where gaps in supply exist



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BEGIN A REVIEW PROCESS WITH RECRUITMENT SUPPLIERS

- Notify suppliers
- Obtain relevant supplier information to assess their capability
- Schedule supplier meetings and include relevant internal stakeholders
- Conduct background research into the suppliers
- Request proposals for commercial terms



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CONDUCT SUPPLIER REVIEW PROCESS

- Create a consistent supplier meeting review template to follow
- Evaluate the returned questionnaires and identify any key areas of discussion
- Discuss past performance with your company
- Discuss commercial term proposals as appropriate
- Validate their areas of 'expertise'



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EVALUATE SUPPLIERS

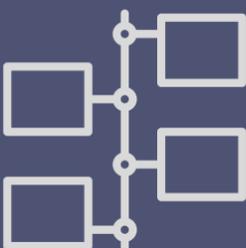
- Evaluate comparable KPI's
- Correlate quantitative and qualitative data to assess capability
- Plot preferences to the PSL framework in priority status
- Take up any references as required



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FINALISE PSL

- Negotiate and agree commercial terms of supply with preferred partners
- Create a Service Level Agreement between both parties



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MANDATE PSL

- Notify outcomes to recruitment suppliers
- Set expectations with PSL suppliers
- Communicate PSL internally accompanied by any requirement for process compliance
- Provide suppliers with key employer brand collateral
- Work with preferred suppliers to equip them to supply at optimal levels
- Establish a timeline for service reviews