

## RETAINED SEARCH VS. CONTINGENCY RECRUITING

### RETAINED

1. Retained recruiter works for the client only.
2. Retained recruiter conducts search assignments on an exclusive basis.
3. Retained recruiter usually works with a small number of senior management and middle management roles.
4. Retained recruiter must understand the client organization and position details thoroughly. Personal meetings with clients and candidates are usually required.
5. Retained recruiter focuses on acquiring candidates who are happy and successful in their jobs and not actively seeking new employment.
6. Retained recruiter works on only 3 to 5 assignments at any time and is personally accountable for success of each.
7. Retained recruiter invests considerable time for each assignment in screening, interviewing, evaluation and client interaction.
8. Retained recruiter usually recommends only 3-8 highly qualified candidates to a client company within 4-6 weeks.
9. Retained model requires minimal time investment of the hiring manager until interview process.
10. Retained fees range from 20-30% of annual compensation plus expenses with part of fee paid up-front.
11. Decision to engage Retained Recruiter is typically made by executive management.

### CONTINGENCY

1. Contingency recruiter frequently represents candidates seeking placement.
2. Contingency recruiter works in competition with other recruiting agencies for the placement.
3. Contingency recruiter seeks to fill lower level and some middle management roles and handles many job openings at once.
4. Contingency recruiter does not need to meet clients or candidates in person and spend less time on initial research and specifications;
5. Contingency recruiter mainly seeks applicants who are highly motivated to change jobs and may be unhappy or unstable in their careers.
6. Contingency recruiter works concurrently with a multitude of open job orders and clients from the same industry.
7. Contingency recruiter has no guarantee of payment for services performed and cannot afford to invest much time in a search beyond basic recruiting and submission of resumes.
8. Contingency recruiter will present most candidates within 1-2 weeks after obtaining a job order; often submitting less desirable candidates to increase probability of a placement.
9. Contingency model requires considerable involvement of the hiring manager in screening, interviewing and evaluating candidates.
10. Contingency fees range from 10-20% of annual compensation and are paid after placement is made.
11. Decision to choose Contingency recruiter is usually made by Human Resources department.

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