

Working with Agencies & Recruiters

The University spends over £1m a year with recruitment agencies and organisations for the provision of permanent, interim, and temporary staff.

Generally, these agencies can be very persistent in their sales techniques. Excessive costs can be hidden inside their terms and conditions or emails that are often not obvious.

When dealing with agencies please:

- **Always** read and check the terms and conditions, including any fees. In particular:
 - **Review** the costs associated with any engagement such as percentage fees of salary
 - **Check** this percentage fee is **not** annualised for a fixed term contract of less than a year; for a six month contract this will double the percentage – you will be charged the percentage of the full annual salary if they are here less than a year
 - **Always** negotiate a lower rate than the initial offer; if they propose 30% of salary, you can normally counter-offer 15% without too much resistance – the Procurement Team are available to negotiate on your behalf.
 - **Check** the payment terms: some agencies still want to charge 100% if the employee resigns or leaves or are terminated in the first few weeks
 - **Check** that any extension to a Fixed Term Contract is not chargeable

- **Never** tell any agency your agreed budget: if we can hire or appoint for less than the budget the agency will use the remainder as profit.
- **Always** be precise and clear in communications to prevent any hidden costs later on.
- **Ensure** that everything you have agreed verbally is put into writing before work commences.

Please contact Procurement if you would like the Terms & Conditions reviewed or if you require any assistance.