

# RECRUITER'S GLOSSARY

## 360 Recruiter

A 360 Recruiter manages the entire recruitment process, liaising with both clients and candidates. Whilst many new entrants will start their careers as Resourcers, this is ultimately how most people in recruitment end up working.

## Resourcer

Many new entrants into recruitment start as Resourcers. In this role you will typically be working primarily with candidates and 'resourcing' candidates for jobs which have been given to you by colleagues. This is a relatively low risk way of introducing a new starter to recruitment and enables them to build up their knowledge and skill set.

## Candidate

Candidates are the people a recruiter will place into new jobs. The recruiter provides a free service to the candidate which can result in them getting a dream job! In many sectors, good candidates are incredibly hard to find and this makes a good recruiter really valuable to their client.

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## Client

The client is the hiring company whose job the recruiter will work on. Clients pay a fee to the recruiter, typically once they have found a suitable candidate and they have started in their new role.

## Fee

This is paid by the client to the recruiter for providing a recruitment service. A fee will either be contingent or retained.

## Contingent

Most recruiters operate on a 'contingent' basis. This means that their fee is contingent upon them placing the successful candidate. Or to put it another way, if they work on a role and fail to find the right candidate, they will be paid nothing.

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## Retainer

A retainer is where a client pays a portion of the fee 'up front' to the recruiter when they give them the vacancy. This indicates that the client is going to work with the recruiter exclusively and demonstrates a strong relationship between client and recruiter. The client is essentially paying the client for market research initially as to who might be available for the role.

## PSL

A Preferred Supplier List (PSL) is a list of recruitment agencies that the client works with. Whilst this often indicates a good relationship between the client and the recruiter, it will often be an objection from the client as to why they don't want to work with any other recruiters. E.g A client might tell you that they already have a PSL which they are happy with and because you are not on this list, they will not consider working with you.

## Headhunt

Headhunting involves approaching candidates who are not active on the job market to talk to them about specific opportunities that you are working on. Bear in mind that these are not candidates who are on Job Boards or have approached you themselves so often then will be happy in their roles. This can be a difficult sales exercise but can result in you representing a strong candidate who is not working with any other recruiters.