

You've Got a Friend in Me!

A CHECKLIST FOR SUCCESS WHEN WORKING WITH OUTSIDE RECRUITERS



Do your research.

- Talk to LOTS of potential recruiters.
- Ask colleagues at other firms for recommendations of search consultants they have enjoyed working with in the past.
- Get to know recruiters in your geographical regions or who work heavily in a particular market of interest.
- Look for recruiters who have expertise in practice areas that are strategic growth targets for your firm.



Ask good questions.

- How many partners searches have they placed in the last year?
- How many searches have they successfully completed in that particular practice area?
- What firms or types of firms do they enjoy partnering with? Why?



Relationships are Key.

- Find someone you can collaborate with, who has a proven track record of success, and who presents in a professional manner.
- Build ongoing and lasting relationships. Meet periodically and exchange information about the market and your firm's strategic priorities (even when there is not an active search).



Communicate!

- Be responsive. Do not go dark on your search consultant. Engagement is key at all levels to ensure a smooth process and positive candidate experience.
- Consider providing direct access to practice heads and other firm leaders on specific searches. Be as transparent as you reasonably can to ensure the consultant can effectively represent your firm in the marketplace.
- Keep your search consultants updated. Situations and priorities will sometimes change throughout the process; make sure your recruiter knows the latest so that they can be most helpful to you.