



SELECTION OF A HEADHUNTER

Selecting an external recruitment firm that is a right fit for you may seem complicated. To help you in your selection process, here is a grid covering some of the key aspects to consider when contacting a headhunting firm.

PREPARATION FOR A CALL WITH A HEADHUNTER:

To be able to explain your recruitment needs to the firm, have the information on the position to be filled on hand when you call.

Remember to briefly introduce your company when you call a headhunting firm. They will usually ask you questions in order to understand your needs and make sure they can meet them.

INFORMATIONS ON HEADHUNTING FIRMS :

During your calls with the various headhunting firms, collect the information relevant to your company and fill out the table on the next page.



Criteria to evaluate	Firm 1 Thorens Solutions	Firm 2	Firm 3
Website	www.thorens-solutions.com		
Phone Number	514-842-7846		
Years of experience	15 years		
Specialties (Industries)	<ul style="list-style-type: none">* Construction* IT* Engineering* AI / Data Science* NPO* Sales/Marketing* Accounting/Finance* Human Resources		
Types of positions	<ul style="list-style-type: none">* Managers and executives* Directors and CEOs* Intermediate or senior positions		
Region(s)	All of the province of Quebec (mainly between Montreal and Quebec City)		
Description of the candidate approach			
Description of the tools used by headhunters			



SERVICES AND CONDITIONS OF THE FIRMS

Criteria to evaluate	Firm 1 Thorens Solutions	Firm 2	Firm 3
Exclusivity clause			
Job Descriptions Writing			
Job Posting			
Resume Screening			
Preselection Phone Interview			
Full interview with candidates			
In-person or Virtual Interviews			
Professional Reference Check			
Psychometric Tests			
Technical Tests			
Medical Tests			
Language Proficiency Tests			
Verifications of Diplomas			
Criminal Background Check			
Post-Placement Guarantee			
Type of Compensation Requested			
Retainer			
Amount of the Retainer, if any			
Total Estimated Placement fee (\$)			
Timeframe for Receiving Applications			



Notes and comments	Firm 1 Thorens Solutions	Firm 2	Firm 3
Comments			
Contact Information			

CALL US TO DISCOVER OUR SERVICES

Montreal : 514-842-7846

Toronto : 613-699-0021

www.thorens-solutions.com