



LENGE & PARTNERS

# HUMAN RESOURCES – RECRUITMENT AGENCIES QUESTIONNAIRE

# HR – RECRUITMENT AGENCIES QUESTIONNAIRE

Please, **complete** the questionnaire and e-mail to: [info@lengepartners.com](mailto:info@lengepartners.com)

Please, **note that** the information you provide us through this questionnaire will be processed by Lenge & Partners and its firms and agencies partners in order to find the most suitable solution for your business and company needs.

Please, **feel free** to send us additional information that you do not find in this questionnaire and that you think are relevant to get the most appropriate advice.

## 1. APPLICANT – COMPANY INFORMATION

1.1. Business entity in Asia (e.g. JV, limited company)

1.2. Business scope in Asia

1.3. Headquarter company location in Asia

1.4. Other office/branch location(s) in Asia

1.5. Do the foreign Manager(s) speak local language?  Yes  No

1.6. What language(s) do the foreign Manager(s) speak?

1.7. Number of foreign employees in Asia (currently working)

1.8. Number of local employees in Asia (currently working)

1.9. Date business start(ed)

1.10. Main contact: Full Name  Your role

Location  Tel.  E-mail Address

**2. SERVICES NEEDED**

- 2.1. Temporary and Permanent Staffing  Yes  No
- 2.2. Mid Level Search and Selection  Yes  No
- 2.3. Executive Search  Yes  No
- 2.4. HR Administration  Yes  No
- 2.5. Outsourcing  Yes  No
- 2.6. Field Marketing  Yes  No
- 2.7. Outplacement  Yes  No
- 2.8. HR Consulting and Training  Yes  No

**3. ADDITIONAL SERVICES**

3.1. Dispatching (These services include social insurance management, payroll-payroll taxation management, social insurance, compensation and taxation management, salary payment and tax declaration, labor policy consultation, labor union relationship management, health insurance, family caring, health management, employee assistance program (H-EAP), accident insurance, accidental medical insurance, employer liability insurance, family property insurance, business travel insurance)

Yes  No

If yes, please specify below

**4. YOUR PREFERENCES**

**4.1.** Only HR – Recruitment agencies  Yes  No

**4.2.** HR Agencies which can set up a foreign business entity  Yes  No

**4.3.** Law Firms specialized in Labor and/or Taxation Law  Yes  No

**5. CANDIDATE PROFILE (if applicable)**

**5.1.** Nationality

**5.2.** Gender  Male  Female

**5.3.** Age from  to

**5.4.** Education Level  High School  Graduated  Post Graduate

**5.5.** Field of Studies

**5.6.** Languages Spoken

**5.7.** Years of experience

**5.8.** Salary (USD) from  to

Please, describe your candidate profile

## 6. ASIAN RECRUITING CHECKLIST

Please, answer to the questions only applicable to you

6.1. How many employees are employed by your company?

6.2. How many people do you intend to hire during this fiscal year?

6.3. How many people do you intend to hire during the next fiscal year?

6.4. What is your average cost per new hire? (USD)

6.5. Do you have cost-per-hire information broken down by position, department, and region? (USD)

6.6. What is your hiring-cycle time (in days)?

6.7. What is the annual turnover rate for your company?

6.8. How much do you spend annually on outside staffing firms? (USD)

- On retained recruiting firms?

- On contingent recruiting firms?

- On temporary placement firms?

6.9. How much do you spend annually on recruitment advertising? (USD)

- On newspapers?

- On advertising firms?

- On Internet advertising?

- On magazines and periodicals?

**6.10.** How much do you spend annually on travel, lodging, meals, and so on, in association with your recruitment efforts? Include expenses for campus recruitment events, on-campus and on-site interviews, and so on. (USD)

**6.11.** What types of special programs do you incorporate into your recruitment efforts? Include virtual job fairs, radio promotions, public relations activities, recruiter attendance at trade shows and at local community events.

**6.12.** How much do you spend annually on these special programs and events? (USD)

**6.13.** If your company recruits internationally, what are the annual costs (e.g. visa attainment and legal and expatriate-related matters)? (USD)

**6.14.** How many career fairs does your company attend annually?

**6.15.** What is the average annual cost for attendance at these career fairs? Include expenses for registration, booth space, travel, lodging, meals, and so on. (USD)

**6.16.** Does your company currently have or intend to implement an employee referral program (ERP)?  Yes  No

**6.17.** If you have an active ERP, what is the average annual payment to employees for each new hire? (USD)

**6.18.** How many new hires result from employee referrals on an annual basis?

**6.19.** Is your company actively involved in campus recruitment? If so, consider and calculate the following:

- On how many campuses does your organization recruit annually?

- What are your annual college recruitment costs? (USD)

- How many new hires result from these efforts?

- Do you have an active internship or co-op program at these schools?

Yes  No

- How many interns and co-op students are hired annually?

- Do you intend to expand your campus recruitment efforts to additional campuses or strengthen relations at your current campuses?

Yes  No

**6.20.** How much does your company spend annually on relocation? (USD)

**6.21.** How much does your company spend annually on signing bonuses and other material perquisites? (USD)

**6.22.** What is the annual expenditure on third-party vendor services such as background checks, credit checks, pre-screening services, surveys, and so on? (USD)

**6.23.** How much does your company spend annually on external job postings, such as the following: (USD)

-Internet job boards

-Paper-based bulletin boards

-Kiosks

**6.24.** If applicable, what are the annual information technology charge-backs allocated to your HR department?

**6.25.** If applicable, what are your HR department's annual charge-backs to other departments for your recruitment services?

**6.26.** How many resumes are processed annually?

**6.27.** How many applications are processed annually?

**6.28.** How many full-time employees are allocated to the processing of resumes and applications?