

Recruitment agency partnership checklist

Use this checklist together before sharing a role or candidate. Agree who does what, how fees will be split and when payment is due. Record the final terms in your partnership agreement and keep a copy for each agency.

Agency holding the client relationship: _____

Agency introducing the candidate: _____

Role or project reference: _____ Date: _____

1 Confirm the partnership

- ☐ Confirm both agencies' legal names, authorised contacts and authority to work on this role.
- ☐ Agree the role, employer, locations and period covered by the arrangement. Record any limits on exclusivity or future introductions.
- ☐ Check previous applications or introductions with the candidate and receiving agency. Agree how overlapping claims will be resolved.

2 Agree the fee and split

- ☐ Record the client fee and its basis: a fixed amount, salary percentage or another agreed method. Define the salary or remuneration included.
- ☐ Confirm the currency, each agency's percentage and any agreed deductions. State how taxes, transfer charges and currency conversion costs are handled.
- ☐ Write down a worked example. Both shares should add up to the agreed amount available to split.

3 Set payment and guarantee terms

- ☐ Name the agency that invoices the employer and the agency that invoices its partner. Agree the payment trigger, due date and evidence required.
- ☐ Agree what happens if the employer pays late, pays in instalments or does not pay.
- ☐ Record responsibilities if the candidate does not start, leaves during a guarantee period, or a refund or replacement is requested.

Candidate handling and agreed actions

Complete these checks before an introduction. Keep private candidate information in your authorised system; use only a role or project reference on this shared checklist.

4 Confirm candidate permission

- ☐ Explain the opportunity, receiving agency and intended recipients to the candidate. Record their permission and any restrictions before sharing identifying information.
- ☐ Agree who may see or forward the CV, what information is necessary and how it will be transferred securely.
- ☐ Set a process for withdrawal, correction, retention and deletion requests. Confirm any requirements for cross-border sharing.

5 Assign communication and delivery

- ☐ Name the contacts for the employer and candidate. Agree who handles screening, submissions, interviews, feedback, offers and required checks.
- ☐ Agree whether either agency may contact the other's client or candidate directly and when permission is needed.
- ☐ Set an acknowledgement time, update schedule and escalation contact. Agree how disputes, changes or the end of the partnership will be handled.

6 Review and record the agreement

- ☐ Resolve every open item, put the commercial terms in writing and obtain acceptance from authorised representatives of both agencies.
- ☐ Give each agency the same final version. Keep the terms, candidate permission and introduction history accessible to authorised team members.

Record your agreed figures

Client fee and currency: _____

Agreed deductions and amount to split: _____

Client agency share: _____ % Candidate agency share: _____ %

Payment trigger and due date: _____

Open actions and responsible person: _____

Agreement reference and review date: _____

Check the numbers with the free calculator at taprecruiter.com/resources/recruitment-fee-split-calculator.
TAP takes no placement commission; any TAP subscription is separate.

This is a planning checklist, not a partnership contract. Record your binding terms separately and obtain advice appropriate to the countries and arrangement involved.