



How to Work with HR (and Actually Get What You Need)

Securing headcount, aligning on budget, and getting outside help approved shouldn't feel like an uphill battle. Yet too often, IT and hiring managers get stuck in red tape, unclear requests, or misalignment with HR and Finance. This guide helps you speak HR's language—and get the resources you need faster.

HR Hurdles You Might Recognize



Sound familiar? It's not that HR is blocking you on purpose. Their priorities are often different and they need the right inputs from you to take action.

Keys to an Effective Partnership

1. Show the Cost of Delay - HR and Finance are numbers-driven. Instead of focusing on workload, show them the cost of an unfilled seat:

- Missed deadlines
- Team burnout and attrition
- Revenue impact
- Cost of poor hires if rushed later

➡ **Pro tip:** Use back-of-the-napkin math. "This vacant developer seat costs us \$5K/week in lost delivery capacity."

2. Make the Business Case - Go beyond "we need help." Anchor your request in business priorities:

- New product launches
- SLAs or client deliverables
- Security and compliance risks
- Strategic initiatives (e.g., digital transformation)

➡ **Pro tip:** Avoid technical jargon—frame the impact in outcomes HR cares about: time, risk, retention, revenue.

3. Define the Role Clearly

- Write a short, focused summary of what this person will do
- Provide examples of what success looks like
- Explain why internal options won't suffice

→ **Pro tip:** Include 2–3 “non-negotiables” and 1 or 2 “nice to haves” so they can prioritize.

4. Know When to Push for Outside Help

If HR is struggling to find the right talent or the timeline is slipping, it's time to suggest bringing in a partner:

- Explain how a staffing firm can work alongside your internal team to accelerate the search and bring pre-vetted candidates
- Emphasize time saved for internal teams
- Offer to pilot with a single role to show value

→ **Pro tip:** HR may be more open if they can keep control of vendor selection. Bring them into the process early.

Your Team's Checklist

- Quantify the cost of leaving the seat open
- Tie your request to business outcomes, not just bandwidth
- Provide clear, concise role expectations
- Share why this hire can't be filled internally
- Suggest targeted outside help (not a full takeover)
- Loop in HR early and offer to collaborate on vendor selection



See next page for an example HR request email

Request to Engage IT Staffing Support – [Job Title] Role

Message Insert Format text Draw Options

Aptos 12 B I U S E ... A O E D ...

Send

To: HR Department Bcc:

Cc:

Request to Engage IT Staffing Support – [Job Title] Role Draft saved at 11:06 AM

Hi [HR's Name],

I'd like to formally request approval to engage a specialized IT staffing firm to assist with our [Job Title] search. We've reached a point where the cost of delay is quickly approaching the cost of an agency fee and we're at risk of missing critical deadlines.

Here's the reality:

- **We're losing valuable time** reviewing unqualified resumes and struggling to generate aligned candidates.
- **Our internal bandwidth is tapped.** The team simply doesn't have the capacity to cover the workload of this needed resource.
- **Project timelines are slipping** and team morale is being impacted as we try to absorb the gap.
- **The cost of leaving this role open** (in lost productivity, missed deliverables, and increased risk) already rivals what we'd pay to bring in the right person.

Engaging a staffing firm doesn't replace our internal search - it supplements it. We maintain control, and we only pay if we make a hire through them. In the meantime, we get access to pre-vetted candidates who are aligned and ready to move.

I've identified [Staffing Firm Name], a firm that specializes in IT roles like this. They have a strong reputation for delivering candidates with the technical skills and soft skills we need.

Let me know if you're open to moving forward or would like to review a few vendor options. I'm happy to coordinate next steps or loop in their contact for a quick intro.

Thanks as always for your support,

Tell me more!

 info@phoenixstaff.com

www.PhoenixStaff.com