

Staffing Firm Tip Sheet

Also Known As...

- 3rd party agency
- Placement agency
- Search firm

What is a staffing firm?

Staffing agencies work for employers serving like an external hiring department. While not all agencies will employ the same procedures, many screen candidates (that's you) by conducting interviews and administering testing prior to offering or placing a candidate in a position.

REMEMBER: Staffing firms are paid by the hiring company not you!

Be sure to treat staffing screenings and interviews as you would any professional interview. Many clients (direct hire employers) outsource the entire interview process to the staffing firm so this screening may be the only interview used to make a hiring decision. To make the most out of your screening be sure to:

- Be prepared (research what the firm does and or specializes in and be familiar with the position description)
- Arrive on time
- Dress in business attire
- Clearly share your career goals with recruiter
- Be honest about your strengths and weaknesses

What types of opportunities do staffing firms have?

Job opportunities span a wide variety of fields and some agencies even specialize in specific industries (communication, creative, finance, marketing, etc...). Opportunity types also vary ranging from entry-level through upper level management. The types of positions firms have can include:

- Long-term (permanent) positions
 - Temporary-to-hire
 - Direct hire
- Short-term positions
 - Temporary positions
 - Contract positions
- Internal positions (typically, entry-level internal recruiting and human resources support positions)

How can I benefit from staffing firms?

Staffing firms are an additional resource that can help guide a candidate through the job search process. Their services may include:

- Resume review
- Interview preparation
- Technical skills assessments and review
- Employer research

Remember that placement may not be guaranteed, so you should still conduct your own job search. Using multiple agencies is acceptable, but using more than three may be difficult to manage.

Things to avoid/be wary of

- Staffing firms normally charge the hiring company, not job seekers, for their services. The agency's focus is to find the right candidates for their client companies. So, be sure the job being described to you is accurate and the right role. When you meet with the direct hire employer confirm the job description you received matches the position being offered.
- If your recruiter keeps sharing jobs you are not interested in, be very clear about sharing what types of jobs you are interested in.
- Ask your recruiter to let you know every time he/she will be sharing your resume with an employer so:
 - You are prepared when contacted about positions
 - You may decline undesirable positions
 - They do not send your information to a company that you have already applied to or networked into as this can cause a conflict regarding who sourced the candidate