



**WorkSource Clackamas**

*Building skills and growing businesses*

## Tips for Working with a Staffing Agency

A staffing agency is a tool used to help people connect to jobs.

**Q:** *How does the staffing agency work?*

**A:** *Businesses hire staffing agencies to screen potential employees for specific skills and qualifications. The staffing agencies then market the skills of the job seekers to many local businesses who have jobs.*

### **Advantages of working for a staffing agency**

- Access to job opportunities you might not otherwise know about.
- Opportunity to upgrade your skills and keep skills current.
- Competitive wages.
- Full time permanent positions, short term projects, temporary assignments.
- Allows for a flexible work schedule.
- Gain work experience in a different career field.
- Allows you to “test the waters” before committing to the business.
- May provide benefits such as, health, life and disability insurance, referral bonuses, holiday and bonus pay, and tuition reimbursement.

### **Select a staffing agency**

Many staffing agencies specialize in specific profession or job fields such as general labor, construction, administrative, accounting or health care. Research and select the agencies that will connect you with the appropriate employer. Sign up with several agencies for more employment opportunities. Make an appointment to meet with the agency for an interview.

### **The interview**

Make a positive first impression. Be professional and dressed as if this is a ‘real’ interview. It is! Although agencies definitely look at candidates’ work history and skills to determine a proper fit, the interview is considered the key to getting a good placement. During the interview, the associate will get to know you, discuss your career goals and develop an insight into your professional goals. Your skill level may need to be determined. To do so, you may be asked to take a skills’ assessment to determine your skills level.

### **What to bring to your first appointment**

Bring with you copies of your resume on both paper and disk, at least three employment references with phone numbers and/or email addresses, and two forms of identification, such as a driver’s license, Social Security card and/or a passport.

**Communicate your interests to the agency**

An important step to take is to let the associate you are working with know what type of position you are seeking, where and when you are available to work, and how many hours a week you are interested in working. Your expectation and limitations are important to let known. Whenever possible, insist on a minimum time commitment to an assignment. Contact the agency at least twice a week to re-affirm your interests.

**Ask questions and understand the fine print**

Before you take your first placement, carefully read all materials provided by the agency. Most agencies are paid by the employer. As with any legal document, be sure you read and understand everything before you sign. Understanding your contract responsibilities and benefits can help you make the most of your temporary employment.

**Make it a practice to upgrade your skills**

Keeping your skills updated and current with new software programs places you as a competitive worker in today's employment market. Many staffing agencies have tutorial programs available for your use. Tutorials could range from learning customer service skills, accounting skills, Word, Excel, improve your typing speed, and many more. It is important to inform the staffing agency when you have learned new skills or received a certificate, so they can place you in jobs requiring a higher level of skills.

