

LAUNCHING YOUR CAREER THROUGH A STAFFING AGENCY

GAIN EXPERIENCE/MEET NEW CONTACTS/GET YOUR FOOT IN THE DOOR/LEARN SKILLS

A job and/or internship search can be an exciting yet intimidating process, even when there is not a pandemic. Working with a Staffing Agency may help make navigating the job market less overwhelming.

The first thing a job seeker should do is **RESEARCH** a Staffing Agency that specializes in the types of jobs/industries they are interested in. Visit the company's websites. **THERE WILL NEVER BE A FEE.**

The types of opportunities available to current students and recent grads?

- **Temporary/Contract-** A temporary job can be as short as one day and can last as long as 6 months - year, or more...and everywhere in between. Organizations need temporary assistance for a variety of reasons- covering sick leave, helping them meet a project deadline, seasonal work, or to help cover a vacancy while they identify an appropriate direct hire candidate. Many one-day jobs are extended and become longer-lasting positions because of good timing and because the Agency gets to know client candidates/client companies extremely well, thereby making great placements. In fact, oftentimes a short term (one day/one week or one month) temp job can ultimately lead to a direct-hire position!
- **Temp to Direct Hire-** A temp to direct hire job is a temporary opportunity where the client organization has indicated that if the candidate is deemed to be a good fit for the position, it will ultimately lead to the candidate being hired on a direct hire basis. This allows both the candidate and organization to "test the waters" before committing themselves to a hiring decision.
- **Direct Hire-** A direct hire job is what was formerly known as a "permanent" position and is typically filled by presenting resumes and scheduling interview(s) with the hiring organization.

Action Plan for Students

- **How does a student prepare?** Students need to submit their resume which will lead to a scheduled confidential interview. Currently by: Phone/Skype/Zoom/FaceTime.
- **What is the interview process?** Candidates complete forms and have an in-depth interview with one of our Staffing Consultants. An important part of the interview is to determine what the candidate enjoys doing and where their interests/ passions lie.
- **Is there special testing?** Candidates may be given skills assessments on Microsoft Suite to determine their comfort/experience level.
- **Required/Desired skills?** Prior office experience is always a plus, but it is not required. Anyone with a positive attitude and good communication skills is welcome.

Current Situation/Present Job Market/Dealing with CV

Staffing Agencies are navigating the job market during the COVID-19 pandemic on a day-to-day basis. They have switched from in-person interviews with candidates to virtual meetings. While hiring has slowed down for some companies, we do have clients who are continuing their hiring needs and have adjusted the interview process to phone screens and virtual meetings. We are confident that when everyone is back to working in their offices, the needs for temporary and permanent staffing will be high and we will be ready to go with fantastic candidates.

A Few Contacts To Get You Started:

Regan Duffee, rduffee@manningpg.com, Manning Personnel Group
Jennifer DeLucia, jdelucia@johnleonard.com, JohnLeonard