

Temporary Employment Agencies



Office of Career Development

Vassar College

What is a temporary employment agency?

It is an agency which recruits, trains and assigns temporary workers. These agencies deal primarily with support positions, allowing managers to increase and decrease their staff as demand dictates. You can register with them to find daily, weekly, monthly or longer positions. Virtually every profession is represented in today's temporary workforce. If you are interested in a particular industry such as law, fashion, consumer products, hospitals, finance, etc. you should seek temporary work with the agencies that your selected industry uses.

What can a temporary agency do for me?

- Help you find a full-time job- The studies and surveys illustrate the point that when people are in the right place at the right time, they can find decent-paying, full-time jobs if they want them. And temps are often in the right place at the right time.
- Help you gain experience- Temping is a learning experience. You learn every day—about the business you are working in, about people, and about yourself. You can build up your resume, round out your skills, and find new job contacts, plus enjoy a flexible life style. When you are job shopping, experience in your target industry is often a requirement. If you have such

experience, as well as skills in a variety of other fields, and you can provide references from the leaders in the industries—all of which you can get through temp work—you greatly improve your chances of getting an interview.

- Give you an income while you are in transition- One great thing about a lot of temp help companies is that they pay you quickly, either the same week you work or early the next week, depending on the temp company's payroll system. Companies do this because they understand that many of their employees are between jobs and need cash.
- Offer you a more flexible work schedule- Temporary employment also provides the opportunity to work when and where you want to work. If you are a temp, it is your choice when and where you work.
- Offer you positions in nearly every field

How to apply for temporary work?

Applying for temp work is no different than applying for a full-time job. You take the same sorts of steps. If you are an experienced job shopper, you know that finding the right job takes research and preparation. First you need to choose the right temp agency. Basically, there are four places to look for their names: the individual city Career Brief handouts from the CDO, the help

wanted ads, the yellow pages of your phone book, and trade magazines. Then you need to sign up. It is best to sign up with a few agencies that have a good reputation. The more companies you are registered with, the more assignments you'll be offered. Don't expect to learn much from a temp help company over the phone. Usually you've got to apply in person. When you call for an appointment, be prepared to highlight your skills quickly. Be prepared to ask and answer questions when calling temp agencies to request an interview. Here is what to expect at the interview: *You will be asked for references, fill out an application, will be tested, and will be interviewed.* Last but not least, one important piece of advice- take the initiative in asking for assignments.