



7. Employment Agencies

For many people, searching for a job can be a stressful and isolating experience, particularly when things are not moving as quickly as expected. These feelings are normal, so it is important to be proactive, not fall into a rut, and try new ways to put yourself in front of potential employers. When your next job is not immediately lined up, you may want to give some consideration to employment agencies. These are entities paid by employers to recruit qualified workers for time-limited projects. There are several types of employment services that can assist your job search.

Employment Agencies offer a variety of opportunities in various fields of work. These can range from short or long-term temporary positions to full-time, direct-hire employment. These agencies receive job orders from employers and assign individuals to fulfill the terms of the contract. These assignments may last until the work order expires, which could be from several weeks to a year or more. The agency can also recommend candidates for permanent employment opportunities.

A web search for employment agencies will bring up many options, including agencies with specialties ranging from nursing to accounting to pipeline workers. Some are national and others fill a niche in the local market, but all are potential resources in your job search. Or **check with your [local American Job Center](#) to obtain a current list of frequently used agencies.**

There are several advantages to working with professional employment agencies:

- Earn income while you continue your job search.
- Gain work experience, skills, training, or increase networking contacts.
- It's easier to get a job when you have a job.
- More flexible hours or working conditions.
- Employers may offer permanent positions to temporary workers who do a good job.
- You can assess an employer or an occupation before making a commitment to training, a particular career, or a particular employer.

Employment agencies can provide valuable, honest feedback on how to approach your job search. As experienced practitioners in their fields, they can tell what jobs you are and are not qualified for, what salary level to expect, and how to sell yourself. Through their long-standing relationships with employers, they may also be aware of job opportunities that are not advertised on public job listings.⁷

If you do decide to work with an employment agency, it is important to always be professional and treat the agency as you would an employer. In the case of temporary employment the employment agency may be your employer until hired into a permanent position. It is important to be available when the agency has a job opportunity for you. If you turn down offers, they may not provide new opportunities in the future. Be sure to offer them accurate information on your skills and experience so that you do not have to decline an opportunity. In addition, keep in mind that short-term wages may reduce and/or extend your unemployment insurance benefits.



As always, in approaching any organization you hope to cultivate in your professional network, it is important to be prepared and put your best self forward. Research the organizations you want to approach so that you have a basic knowledge of what they do and how they can help. Plan ahead of time what you hope to achieve, who to speak with and what questions to ask. Dress appropriately and present yourself professionally. In short, all the information outlined here regarding resumes, job applications, networking, and interviews applies to employment agencies as much as it does to a “regular employer.”

Recruiters and Job Coaches

A recruiter, also sometimes known as a headhunter, is hired by employers to find qualified candidates for job openings. Professional recruiters have an established network of business contacts from which they can learn about leads and vacancies that have not been advertised publicly. Whether working with a recruiter or a headhunter, do your due diligence to determine if you will be required to pay any fees for the services.

Since recruiters often work with the same hiring managers over an extended period of time, they may have insights into those employers that are otherwise difficult to learn. Not only do they understand the job requirements of a position or company, they know the personalities involved and what they like or dislike in prospective hires. They also know the company culture, and can steer you towards employers that will be a good fit, and away from a bad match.

When selecting a recruiter, it's important to work with someone who is an expert in his or her field. For example, recruiters may specialize in certain professions such as accounting and finance, information technology, or executive management. A recruiter who works with companies in your profession will be better positioned to understand your career goals and the needs of potential employers.

A recruiter can also serve as a job coach, providing feedback on your resume, interviewing skills, and general career advice. You might also find a job coach who focuses solely on career and job searching advice, without providing specific job leads. A job coach can provide in-depth feedback on how you present yourself to employers and on how you can advance in your career. He or she may provide mock interview services and can provide guidance for salary negotiations. While a recruiter is usually paid by the employer when their job candidate is hired, a job coach is usually paid by the individual. Once again, you need to determine if you will be required to pay any fees for the services.

Freelance or Contract Work

These opportunities can provide several benefits while you search for your next permanent job. Taking freelance or temporary assignments keeps money coming in and keeps your skills sharp. Having these assignments on your resume also lets prospective employers know that you are motivated and focused on your career goals, and helps fill in those employment gaps. Finally, there is always the chance that impressing the boss during freelance or contract work could lead to a permanent job offer!



My Reemployment Plan



Use the internet to research three employment agencies in your area. Write down the results in the chart below.

	Agency #1	Agency #2	Agency #3
Organization Name			
Address			
Contact Person Name			
Contact Person E-mail			
Contact Person Phone			
Types of Services Offered For example: <ul style="list-style-type: none"> • Direct Hire Employment • Temporary-to-hire Employment • Temporary Employment 			
Types of Jobs Marketed			
Additional Notes			



To document the completion of these activities, we recommend that you save your work electronically in an easily accessible location, with an appropriate file name and date.

Alternatively, you may also print out your work and maintain the documents in your work search records. Be sure to properly label and date your print documents.



Confirm the applicable NH unemployment insurance requirements and be sure to follow them closely to avoid benefit disqualifications or overpayments.

