WORKING WITH TEMP. AGENCIES & RECRUTING FIRMS
**How to Use this Guide**

This guide will offer an overview of what temporary and recruiting agencies are, along with why recent graduates may benefit from using their services. A list of recommended local agencies is offered with many featured organizations offering national and international locations too.

**Working with Temporary & Recruiting Agencies**

Temporary agencies and recruiting agencies offer third party hiring on behalf of employers. They work with job seekers for temporary, contract, temp-to-hire, and direct-hire positions.

Recruiting agencies are often a match for job seekers who are:
- Recent graduates who have yet to find a position
- Wanting to ‘test out’ a field or position to clarify interest
- Looking for short-term commitment
- Need to meet financial obligations while job hunting, and/or completing an unpaid internship
- Gain experience and improve their resume
- Relocating to a new city without a permanent position

Recruiting firms with a strong reputation of working with early career job seekers offer services that compliment the offerings of Macalester’s Career Development Center. Many temporary agencies have career coaches and counselors who help job seekers prepare and best position themselves for specific positions. Temporary agencies offer temporary, temp-to-hire, and direct-hire positions.

Most temporary agencies will help you determine what industry/occupation you are interested in, and offer excellent opportunities to break into competitive companies such as Target or Best Buy. Some agencies are exclusively local, whereas others have national and international offices. You can sign up with multiple agencies to enhance your options. As companies pay these temporary agencies for filling their positions, their services are free to you. **You should not pay for a recruiter’s services.**

**Essential & Desired Qualifications of Candidates**

Visit each agency’s website to identify the most current qualifications they seek of candidates. Generally speaking, job seekers with a 4-year degree who are well rounded with good employment history are strong candidates.

* Desired skills and attributes:*
- Strong academic performance
- Extracurricular involvement especially with leadership roles
- Demonstrated work experience through on-campus jobs, summer positions and/or internships
- Computer proficiency in Microsoft programs & advanced technology skills
- Reliable, motivated and dedicated attitude
- Possesses strong professional etiquette and dresses in professional attire congruent to their desired workplace
Preparing to contact an Employment Agency

Prior to contacting a recruiting agency, candidates should:

• Research agency website, review available postings and services
• Conduct some self-exploration to share with agency recruiter:
  o Personal skills & strengths to bring to a professional environment
  o Desired work environment
  o Hours per week desired
  o Contract length desired
  o At least two references that can speak to work history
  o Geographic locations desired (access to transportation)
• Have appropriate, clean interview attire
• Possess a strong understanding of personal monthly budget in order to meet financial obligations
• Have a clean, updated resume that highlights skills pertinent to potential fields of interest
• Develop a professional LinkedIn profile and social media presence
• Be able to pass a drug screening

Questions to ask employment agencies

• Range of services available to you
• Training opportunities to gain new skills
• Typical benefits offered (range of pay, time off, health insurance, holidays)
• Range of positions they’d likely refer you for
• Length of typical contracts
• How their offerings and services may differ from other agencies
• Ability for candidates to work with more than one location (if relocating to another city)

Agencies in the Twin Cities

Through ongoing research and collaboration with fellow colleges and universities, we have compiled a list of local employment agencies in the Twin Cities. For job seekers looking to leave the Twin Cities, many of these agencies have national and international locations.

This list is for informational purposes only. The CDC does not endorse or receive support from any of these organizations for this listing. Please visit their websites for full information on their location and services.
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| Accountemps              | • Accounting  
                           | • Finance                         | http://www.accountemps.com/       |
| Aerotek                  | • Professional Services  
                           | • Scientific/Lab Work  
                           | • Engineering                     | http://www.aerotek.com/           |
| Blue Octopus LLC         | • Sales  
                           | • Marketing                        | http://blueoctopusllc.com/        |
| Career Professionals,Inc | • Sales  
                           | • Marketing  
                           | • Management  
                           | • Administrative                   | http://www.gocpi.com/            |
| Dice.com                 | • Tech, specifically  
                           | • Software development  
                           | • IT  
                           | • Web design                        | http://www.dice.com              |
| GradStaff                | • Expertise working with Recent College Grads | http://www.gradstaff.com         |
| Insight Global           | • IT Positions                             | http://www.insightglobal.net/     |
| Jeane Thorne Inc.        | • Clerical Office  
                           | • Accounting                        | http://www.jeanethorne.com/      |
| Kelly Services           | • Administration  
                           | • Customer Service  
                           | • IT  
                           | • Finance  
                           | • Engineering  
                           | • Healthcare  
                           | • Legal                                      | http://www.kellyservices.com/Global/Home/|
| Numberworks              | • Finance  
                           | • Accounting                        | http://www.numberworksllc.com/   |
| Pro Staff                | • Administrative                             | http://www.prostaff.com/         |
| Randstand Staffing       | • Financial Services  
                           | • Administrative                   | http://us.randstad.com/          |
| Robert Half International| • Accounting  
                           | • Finance  
                           | • Administrative                   | http://www.rhi.com/              |
| Spectrum Staffing        | • Administrative                             | http://www.spectrumstaffing.net/  |
                           | • Light Industrial                         |                                   |
| **Superior Group** | • IT  
• Accounting & Finance  
• Human Resources  
• Marketing | [http://superiorgroup.com/](http://superiorgroup.com/) |
|-------------------|----------------------------------------------------|
| **Teaching Temps** | • Education  
• Teaching | [http://www.teachingtemps.com](http://www.teachingtemps.com) |
| **The Mergis Group** | • Accounting  
• Finance  
| **VOLT Workforce Solutions** | • Light Industrial  
• Administrative  
• Accounting & Finance  
• IT  
Notes:

Next Steps:

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Need help? Questions?
• Scheduled 30- or 60-min. appointments
• Drop-in flpts: M-F: 2-4pm
• Appointments in person, phone & Skype.

Connect with CDC

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