

*Everything*

YOU NEED  
TO KNOW  
ABOUT  
GETTING HIRED

*Quickly*

through a  
Staffing Agency

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# Introduction

**N**owadays, it's not easy to find a good job. Even though there are numerous companies out there looking for candidates, you may not know which company is the right match for you or if they can offer what you need in order to succeed and grow. So, where should you go to find the right job?

Staffing agencies are a great resource for finding a job. Instead of going through the job-hunting and hiring process alone, a staffing agency can help you in determining which company is right for you and where you can fully utilize your skills and work in a field that matches your interests.



# Why You Should use a Staffing Agency

**B**asically it's the staffing agency's job to find you the right job. An agency will take into account your career goals, skill set and what your interests are. Staffing agencies also have a plethora of companies that they work with, so they can usually find a spot for you fairly quickly. In addition, the relationships that staffing agencies have with their companies are very strong. Commonly the staffing agency you choose to work with will be able to give you high-levels of insight into an organization and what they may be looking for in a candidate. This is a leg up for a potential candidate since most of the time you don't know the company that you interview with and therefore are unsure of what they want in an employee.



## 5 Benefits of Working with a Staffing Agency:

1. The main benefit for using a staffing agency is that it's completely free for you. All of the costs are put on the company hiring for the position and all you have to do is use the services.
2. Experienced staffing specialists can answer all your questions about the market and give you insight into specific companies.
3. They know the industry, salary levels, job titles, and how well a certain company is doing. So, they can help you walk into an interview well-informed.
4. They can help you prepare for your job interview by telling you how you can stand out, what you should avoid saying or doing and which of your important skills is the best to highlight.
5. They may have opportunities you weren't expecting, and you may land your dream job with a staffing specialist because the position was only given to the staffing agency. Meaning, you may have the opportunity to be placed in a position that you weren't able to find yourself.

# Getting Started with a Staffing Agency

It will probably take around an hour to apply and interview with a staffing specialist. You may even want to allow for more time if you need to take a skills test. Treat this meeting like you would a job interview and wear an outfit as if it were your first day at work. In these instances, it's always a good choice to dress business professional. This can go a long way with an agency as they will see you are serious about getting a job.

## What you should bring:

- ✓ Valid drivers license or employment identification
- ✓ A hard copy of your resume with a complete work history
- ✓ References that can authenticate your former employment and skills
- ✓ Any position you would like further information on that you may have seen on the agency's website

On your first meeting with a staffing agency, you will most likely be asked to complete an application and new hire paperwork. You will also have an interview with a staffing specialist where you will both talk about your job history, skills and what you are looking for in a company. Should your skills be a match for current client needs, you will be asked to complete new hire paperwork.

## Here is a list of a few questions you may expect from a staffing specialist:

- What happened at your last position?
- Are you looking to stay within the same salary range?
- What did you dislike about your last role?

# Getting Started with a Staffing Agency

In addition, this is the time for you to ask any question you may have. Asking questions shows that you are committed to finding a job and it will establish a good relationship between you and your staffing specialist. If you are little unsure of what questions to ask, here are a few examples:

- Do you have any specific opportunities right now you feel are a good match?
- When should I expect to talk to you again?
- Do you know how long it will take to get hired?
- What should I be doing in the meantime?

It's very important for you to be honest when answering all the questions you are asked. This will only help you get the right position. Be truthful about your skills, work ethic and your salary requirements.



# What Happens Next?

Anytime a position comes up that fits your qualifications, your resume will be sent over to the the staffing agency's client for review. If the client determines you are a good match, an interview will be set up for you. It is then up to the hiring company to make the next move. If you are selected, the wait is over, you have now been hired for a position. If you are not selected, the process will start over and you will still be considered for other opportunities. Don't worry, with long-standing staffing agencies like Unique Employment Services with vast and deep relationships with companies looking to hire, you won't have to wait too long. And remember, staffing agencies are adding new clients all the time, the right job is out there.

## **About Unique Employment Services**

With nearly 4 decades of success in matching qualified candidates to long-standing and profitable Corpus Christi businesses, Unique Employment Services is dedicated to finding the perfect position for many job-seeking candidates. Those candidates will be placed in their industry-specific fields of expertise for virtually all professions including Industrial, Technology, Finance & Accounting or Recruiting and HR Administrative sectors. Since 1975, Unique Employment Services has been helping individuals achieve their overall career goals by working with employers that offer temporary, temp-to-hire, direct hires or executive positions, which ensures quick and efficient placement.

