

guide to

STAFFING FIRMS



FIRST STEPS

Staffing firms are third-party recruiters that are responsible for finding candidates on behalf of other companies for temporary, part-time, and full-time positions. Finding a job takes time, so if you plan to use a staffing firm to help with your search, keep these items in mind!

1. Understand the services and types of employment offered by staffing firms
2. Read the fine print closely and carefully to understand what information will be shared
3. Avoid any associated fees: applicants shouldn't have to pay fees



WHY USE A STAFFING FIRM?

- **Uncertain Post Graduation Plans.** Staffing firms will help you identify what kinds of entry level positions are available and assess occupations and industries aligned with your interests and strengths so that you can be successful.
- **Relocation.** While the MU Career Center has a number of helpful resources for graduates planning to relocate in the U.S. and abroad, a staffing firm can be a helpful resource when looking for jobs in a particular region as they have relationships with hiring employers in specific cities/regions.
- **Plan B / Source of Income.** If you have had little success in your job search thus far, a staffing firm is a way to have an agency help you find employment opportunities while you continue to do your own search. They can help expedite some processes, which can be helpful if you have financial pressures of school loans and living expenses.
- **Temporary Work.** Staffing firms also have temporary work assignments so if you are looking for short-term employment, staffing firms could be a good resource for you.

STAFFING FIRM BENEFITS

Staffing firms can help you learn more about employers and help ease your job search.

➤ **Applicant Evaluation.** Once you contact the agency, they will have you complete an initial application and interview. You be required to take a skills inventory or assessment.

➤ **Access to Employers.** Services should be cost-free to candidates. Fees are extracted from the company, usually as a percentage of your salary that the agency negotiates. Upfront fees are a tell-tale mark of a staffing company scam.

➤ **Free Job Search & Placement.** Once you agree to work with a staffing firm, the agency will assess your skills and search for employment options. If you are deemed to be the best fit for the job, the agency will hire you.



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TYPES OF EMPLOYMENT

Temporary/Seasonal	Temp-To-Perm	Permanent (Direct Hire)
Positions are only necessary during certain times of the year, usually based on a particular project or time of year. Typically, those start and end dates are known in advance.	This is a job that starts out as temporary but turns into a permanent position. An employee could be hired with the possibility of a temporary assignment turning into a permanent job.	Some staffing firms act as human resources to screen and hire candidates for regular, full-time positions on behalf of a company.

FEATURED STAFFING AGENCIES

AVENICA – <http://avenica.com/mizzou>

Avenica is a staffing firm and self-described "career matchmaker," building a bridge between qualified, recent college graduates and employers with open career track, entry-level positions. Avenica takes a personalized approach to identify your transferable skills and discuss your career exploration to find available positions that match your interests and skills at no fee to the candidate. Avenica works with corporate clients in banking, business, communications, logistics, manufacturing, finance healthcare, IT, insurance, retail and non-profits. They have offices in St. Louis, Dallas, Chicago, Atlanta, Minneapolis, Philadelphia and Phoenix.

KFORCE – <http://kforce.com>

Kforce is an award-winning professional staffing agency that provides strategic partnership in the areas of technology, finance and accounting staffing. They have nearly 60 offices located throughout the U.S. and services are free of charge to candidates.

KELLY SERVICES – <https://www.kellyservices.com>

Kelly Services offers a comprehensive array of outsourcing and consulting services as well as world-class staffing on a temporary, temporary-to-hire, and direct-hire basis. Kelly has expertise in matching candidates in education, government, IT, finance, law, marketing and science careers. Services are free of charge to job candidates and they have offices in all 50 states.

Additional Staffing Firms

To find other staffing agencies, try one of these approaches:

- Google "staffing agency (city name and state)" to get results for staffing firms in that region
- Check out the American Staffing Association's online directory of reputable staffing firms: <https://americanstaffing.net>

Make sure the companies are not charging fees. Some staffing firms do niche staffing for particular groups (e.g., veterans) or industries (e.g., healthcare). Carefully read over the website to learn about their services and the companies and organizations they serve.

next steps:

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>
Check out more resources at <https://career.missouri.edu> > Resources tab