



The Kemp Mill Employment Assistance Initiative
Job Seeker's Club

Presents:

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Using Headhunters and Temp Agencies in Your Job Search

Definitions

- **Headhunter:**
 - *1. a recruiter of personnel for client companies.*
 - *2. a savage who cuts off and preserves the heads of enemies as trophies.*
- **Recruiter:**
 - *someone who finds employees for an organization or corporation.*
- **Temp Agency/Staffing Firm:**
 - *firm that finds and retains workers for other companies in need of short-term workers; temp agencies send temporary workers on assignment to work at other companies for varying durations of time.*

How They Work

- **Headhunters:**
 - Work on a “push” method. Headhunters work with candidates and try to sell these candidates to their client companies. Work on “retained” and/or “contingency” searches. Generally used by companies for their hardest to fill positions.
- **Recruiters:**
 - Work on a “pull” method. Recruiters work for one company and try to attract candidates to that company. Usually full time employees or contractors working within a company’s HR department.
- **Temp Agencies/Staffing Firms:**
 - Small to extremely large companies that supply seasonal, temporary, or temp-to-perm labor to their clients. Staffing firms use a recruiter/headhunter hybrid to service their clients.

Why/When to Use

- **Headhunters:**

- Keeping your job search a secret
- Have a skill in high demand and have little time to devote to job search
- Executive or high level employee looking to outsource your job search
- Looking for a one-to-one relationship for service and simplicity
- Need an expert with connections in the best companies

- **Temp Agencies/Staffing Firms**

- Looking for part time or seasonal work
- Reentering the workforce after an absence
- Enjoy having a variety of assignments and flexibility of schedule
- Need to get “a foot in the door”
- Want to “try before you buy” a prospective employer
- Do not want “boss” and/or “supervisor” to work for the same company

Do's

- When working with a Headhunter or Temp Agency, always:
 - Do your due diligence. Some basic research will save you a lot of time.
 - Make sure you choose companies that are right for your job search. If you have a niche skill, work with a niche firm.
 - Work with the right number of firms. Too few and your net is not wide enough; too many and you could be inundated
 - Interview the firms beforehand to learn about their process, philosophy, customer service, client base, etc.
 - Pick firms that are responsive to your questions.
 - Feel free to stop working with a firm if you are being neglected
 - Be clear about your goals and desires
 - Establish ground rules up front: Shabbat observance, companies you want to avoid, contact times and methods, etc.

Don'ts

- When working with a Headhunter or Temp Agency, never:
 - Never, never, never pay anything! Any headhunter or temp agency that asks you to pay them is a scam. Headhunters and temp agencies are paid by their client companies and should never ask a candidate for money. If they do, it isn't illegal, but it is unethical.
 - Use a firm that cannot represent you well. If you are a nurse, do not call Accountemps!
 - Give up. If you are not having success, start fresh. There are hundreds of headhunters and temp agencies out there – one is right for you.
 - Allow yourself to be bullied. Headhunters and temp agencies can only make money because of you. You are the one in the driver's seat.

Resources - Headhunters

Partial list of well regarded headhunters and their specialties

- Wallach Associates – Cleared
- Clovis Group – Technical
- Spencer Stuart – Executive
- Spherion – Technical/HR
- Matrixx Group – Finance/Cleared
- The Wheaton Group – Cleared
- Kensington Group – Sales/Mgmt.
- The Midtown Group – Clerical
- Career Blazers – General/Legal
- Nicholson Staffing - Engineering
- www.wallach.org
- www.clovisgroup.com
- www.spencerstuart.com
- www.spherion.com
- www.matrixx-group.com
- www.wheaton-group.com
- www.kensingtongroup.net
- www.midtownpersonnel.com
- www.careerblazers.com
- www.nicholsonstaffingsolutions.com

Resources – Temp Agencies

Partial list of well regarded temp agencies and their specialties

- Adecco – General
 - Clovis Group – Technical/Finance
 - Accountemps – Accounting
 - Randstad – General
 - Manpower – General
 - Westaff– General
 - KForce – IT/Healthcare/Finance
 - Robert Half – General
 - Kelly Services– General
 - Beeline - Recruiting
- www.adecco.com
 - www.clovisgroup.com
 - www.accountemps.com
 - www.randstad.com
 - www.manpower.com
 - www.westaff.com
 - www.kforce.com
 - www.roberthalf.com
 - www.kellyservices.com
 - www.beeline.com