

TIPS FOR USING EMPLOYMENT AGENCIES

Employment Agencies are another way of finding jobs in the published market. Agencies place people in jobs for a fee which usually averages about 1% per \$1,000.00 of salary. These fees are payable upon placement either by you, or by the hiring company.

Your chances of getting a job through an employment agency depend upon the type of position you are seeking, how specialized you are and how much in demand your particular skills and experience are in the market. Your chances can also depend upon the reputation of the agency.

If you are planning to use an employment agency during your job search, pay close attention to the following tips before you select an agency.

- *Identify agencies and meet with them to find out how fees are paid, and how the agency markets their clients.*
- *Present yourself as if you were on an actual job interview when you meet with an agency.*
- *Explain your job objective, your skills and experience and your salary expectations when you meet with an agency.*
- *Take copies of your finished fact sheet with you when you meet with an agency. However, do not leave them with the agency unless you decide to let the agency represent you.*
- *If a contract is involved, read it carefully before you sign it. Contracts often have clauses about how fees are paid and restrictions on fee payments based on lengths of employment.*
- *Beware of answering ads in newspapers placed by an agency. Often these jobs are "made-up." Agencies run them just to get more clients and fees.*
- *Take the responsibility to follow up with any agency you select to represent you. Call them on a regular basis to find out what the agency is doing on your behalf.*
- *If you select an agency and do not receive the type of service you expect, find another agency to assist you in your search.*