



# Working with Employment Agencies to Find jobs

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In today's job market, utilizing every resource available to you to find your next job opportunity is critical. As a candidate for employment, utilizing an employment agency to assist with your job search is one very potentially useful option.

Essentially, there are four categories of employment agencies:

- State Employment Agencies
- Private Employment Agencies
- Executive Recruiters
- Contract or Temporary help firms

## State Employment Agencies.

These are funded by the state labor department. We typically know these agencies as the "Employment Office." Employers will post jobs at Employment Offices because individuals who have been laid off or terminated are in contact with these agencies to collect unemployment benefits and are active job seekers. Most of the job postings at state employment agencies are electronic. This gives the job seeker the opportunity to look for work in the comfort of his or her own home. The sites for employment opportunities in Maryland, DC and Virginia are:

### Maryland

[www.careernet.state.md.gov](http://www.careernet.state.md.gov)

Workforce Exchange is a "virtual" one-stop network created to provide access to information about jobs, training and workforce support throughout Maryland.

### District of Columbia

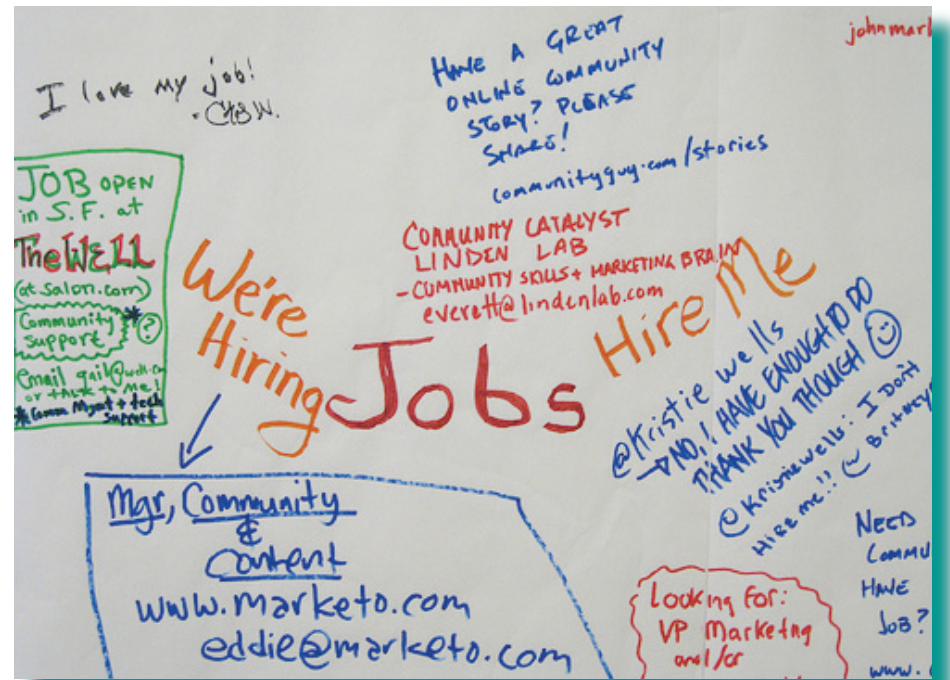
[www.does.dc.gov](http://www.does.dc.gov)

Department of Employment Services provides job seekers with a number of employment opportunities through One-Stop Career Centers.

### Virginia

[www.vec.virginia.gov](http://www.vec.virginia.gov)

Virginia Workforce Connection provides assistance with job searches, career information, training opportunities, skill requirements, and labor market information, including Wage data, Industry and Occupational trends.



## Private Employment Agencies

The role of most private employment agencies is to find candidates for companies rather than the other way around. The company generally pays a fee to the agency for submitting candidates for positions. If you have submitted your resume online or directly to an agency, and if your skills are in high demand you will get calls from agencies trying to recruit you for positions they are trying to fill with their client companies. However, you will still need to keep up your own job search efforts in conjunction with those of the agency. It is also a good idea to maintain regular contact with the agency to keep your name at the top of the recruiter's mind.



## Executive Recruiters (or Headhunters)

Executive Recruiters generally work with senior level candidates. Their livelihood depends on who they know and what they know. The client company is typically responsible for paying a fee to the Executive Recruiter for submitting the

resumes of qualified candidates for their open positions. If you are going to work with an Executive Recruiter, select two or three that work in your field. Do not mass email your resume to every agency in town. This may cause an issue with multiple agencies submitting your resume for the same position.

## Contract or Temporary Help Firms

Contract or Temporary help firms provide corporate services at most levels, from unskilled and semi-skilled labor to administrative, finance, technical, sales, marketing, nurses, lawyers and interim executives up to the levels of Chief Financial Officers and Chief Operating Officers. These agencies can provide interim employment while you are unemployed, and they may also be a source for finding permanent employment, as the employer often hires the interim employee on a full-time basis.

To find out what Employment Agencies, Executive Recruiters or Contracting firms are available in your area, simply google these words on the internet.

For job opportunities please send your resume to

[resume@thehrsource.com](mailto:resume@thehrsource.com)

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