



# Temporary Staffing Agencies

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In addition to providing income during your job search, a temporary staffing agency can help you:

- Network for a permanent job
- Become familiar with different companies
- Meet people in your field
- Build your skills with free training
- Try out a particular employer
- Increase work experience and add skills to your resume
- Fill in a gap between graduation and work or between jobs
- Decide on a career direction

## Types of placements:

- Temporary or contract, where you work on an interim basis
- Temp-to-perm or temp-to-hire, where you work for on a trial basis to determine if the job is a good fit
- Direct hire or permanent, where you are recruited by the staffing firm and then hired by its customer

## Fields handled by temp agencies include:

- Health Care: Physicians, dentists, nurses, hygienists, medical technicians, therapists and home health aides
- Professional: Accountants, bookkeepers, attorneys, paralegals, managers, advertising and marketing execs
- Technical and Scientific: Engineers, scientists, lab technicians, draftsmen, tech writers, programmers
- Clerical: Secretaries, general office clerks, receptionists, administrative assistants and cashiers
- Industrial: Manual laborers, food handlers, cleaners, assemblers, drivers and maintenance workers

## How it works:

- Find the agencies that work in your field of interest; most candidates register with several.
- Each company has its own application process, so check the website or call for directions.
- Complete the application form, which includes education and employment history.
- Most firms require a basic computer skills assessment or other test.
- Many will conduct an interview on your first visit.
- Bring copies of your resume and references.
- Be patient and persistent. Check in at least once a week with firms you have registered with.

## Some Boston-area firms:

All offer temporary, temp-to-perm and/or permanent assignments

**Adante Staffing, Inc** 781-938-5900  
Biotechnology, pharmaceutical, clinical research, healthcare, medical device, and specialty chemical Industries.

**Adecco** - [www.adeccousa.com](http://www.adeccousa.com) four offices in Boston; check site for numbers  
**Adecco Technical** - [www.adeccotechnical.com](http://www.adeccotechnical.com)  
**Lee Hecht Harrison** (Adecco division) - [www.lhh.com](http://www.lhh.com)



**Aerotek** - [www.aerotek.com](http://www.aerotek.com) 781-356-6900  
Job opportunities in numerous industries and sectors

**Ajilon** - [www.ajilonusa.com](http://www.ajilonusa.com)  
IT Consulting, communications, finance and legal

**American Personnel** - [www.americanpersonnel.com](http://www.americanpersonnel.com) 617-350-0080  
Non-profit, sales and marketing, health care, and accounting opportunities

**Aquent** – [www.aquent.us](http://www.aquent.us) 617-535-6000  
Specializes in graphics, creative arts, communication, marketing, IT, and design

**Clearly Consultants** - [www.clearlyconsultants.com](http://www.clearlyconsultants.com) 617-367-7189  
Executives, sales, marketing, accounting, banking, finance, legal, medical, IT, administrative and office support

**Communications Collaborative** - [www.communicationscollaborative.com](http://www.communicationscollaborative.com) 617-536-3700  
Exclusively marketing and communications

**Hollister Associates Inc.** - [www.hollisterstaff.com](http://www.hollisterstaff.com) 617-654-0200  
Finance, administration, creative, HR, and technology

**Kelly Services** – [www.kellyservices.com](http://www.kellyservices.com) many local offices, check site for numbers  
Automotive, IT, legal, education K-12 (substitute teachers), light industrial, marketing, engineering, finance and accounting, scientific, healthcare, security clearance

**Manpower** – [www.manpowerprofessional.com/boston](http://www.manpowerprofessional.com/boston) 508-624-0890  
Engineering, finance, IT, scientific and other professionals

**Randstad** - [us.randstad.com](http://us.randstad.com) 617-266-2929  
Executive office, industrial, creative, finance and accounting, call center, IT, telecom/engineering

**Robert Half** - [www.roberthalf.net](http://www.roberthalf.net) 617-542-0069  
**Accountemps** (Robert Half division): [www.accountemps.com](http://www.accountemps.com)  
Finance and accounting, management, IT, legal, marketing/advertising, legal

**Ultimate Staffing** – [www.ultimatestaffing.com](http://www.ultimatestaffing.com) 617-330-1210  
Accounting, finance, administrative, clerical, customer service among others

**Volt Services Group** – [www.volt.com](http://www.volt.com) check site for numbers  
Light industrial, administrative, HR, IT, marketing, sales, and others

**To find additional temporary agencies in the Boston area:**  
Go to [www.bostonchamber.com](http://www.bostonchamber.com) and follow these steps  
Scroll over **Member Center** (top left of page)  
Click **Chamber Business Directory**  
Under Category/Keyword, click “**List all Categories**”  
Select: **Employment Agencies & Services**

