



YOU'RE HIRED

Test your employment Lingo

By Sandy Heath

Communicating with government agencies requires an “acronym decoder” or you’ll get lost between DOD, DOL, EPA, GSA, etc. Granted, it’s an extreme example to show the disadvantage of not knowing industry specific terminology, but it makes the point. Communicating with a staffing agency is also easier if you’re familiar with the terms. Here are a few:

The length of **temporary** or **temp assignments** can vary widely. Most are several weeks in duration; some may last for several months. Rarely will a company replace an employee during a brief absence, or hire a temp if a project can be completed with extra effort by their employees. Temp staffing is considered by businesses to be a vital, flexible way to meet changes in demand.

The **Temp-to-Perm** or **Temp-to-Hire** method is gaining popularity. No guarantees of permanent employment are made, but after the initial “temp” period – from 90 to 180 days (look for an agency that offers 90 days) -- the employer has the option to offer employment and the temporary employee (you!) has the option to accept. Until that time, the candidate is an employee of the agency. Some agencies will charge the company an additional buy-out fee at the end of the trial period (look for one that does not). Occasionally a company is so impressed with a candidate (you!), they will negotiate an earlier hiring date with the agency.

Direct Hire is when a company turns to an

agency to recruit and pre-qualify one or more candidates for a specific position and agrees to pay the agency a placement fee if a satisfactory candidate is employed. Since recruiting is an agency’s core business, it has usually established the best and most efficient processes to recruit, evaluate and pre-screen potential candidates. The agency will make recommendations to the hiring manager(s) and supply them with a confidential resume, an evaluation and pre-screening results and coordinate an in-person interview. The employment offer is also made through the agency.

Boomerang employees are active retirees who re-enter the job market as “temps”. I include this term because it’s so clever!

Sandy Heath, is a Certified Temporary Staffing Specialist, with over 20 years in the employment industry. Her firm, Sandra Heath & Associates (SHA), specializes in the placement of office support personnel both on a permanent and a temporary basis. Sandy has earned numerous awards and accolades including Top 10 Women Business Owners in Northeast Ohio, The Weatherhead 100 Award and NEO Success Award (Inside Business Magazine). In addition Sandy has been invited to participate in various forums dealing with employment, diversity and certification issues. SHA is located at 16500 W. Sprague Road, Middleburg Heights, Ohio. Phone 440-243-3700 or visit our website at www.sandraheath.com.