

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

TEMPORARY AGENCIES: A CLOSER LOOK

Activity 1: FROM TEMP TO CAREER

1. How can a temporary agency be used for career exploration? Be specific in your answer.

2. Explain the term TEMP TO HIRE.

3. List personal traits and skills needed for temporary work.

4. Give 3 pieces of advice to be successful in a temp job.

Activity 2: TEMP AGENCY SPEAKER

Invite a job placement professional from a local temp agency to speak to the class. Have the speaker talk about temp jobs available in your locale, skills needed, companies that use temps, pay and benefits. In advance ask the class to make a list of questions to ask the presenter.

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Activity 3: BENEFITS OF TEMP WORK

1. What are 2 benefits of temporary work to a young person?

2. What are 2 benefits of temporary work for a retired person?

3. What could be 2 negatives of temporary work?

Activity 4: TRUE/FALSE

Directions: Circle T or F to indicate if statement is True or False.

T F 1. Temp work is not like a real job.

T F 2. Temp workers should be flexible.

T F 3. Young people don't have enough skills to be a temp.

T F 4. For a temp interview, it's OK to relax the dress code and wear what you normally wear everyday.

T F 5. Some temp jobs can last up to a year or more.

T F 6. It's important to honor a commitment to a temp job.

ANSWER KEY

Activity 1: FROM TEMP TO CAREER

1. A temp agency can be used for career exploration by:
 - Developing a skill set
 - Check out a company to see if you like that kind of work
 - Explore other departments within a company
2. TEMP to HIRE means taking a temporary job in hopes of getting hired to a permanent position within that company, also called TEMP to PERM.
3. Personal traits and skills needed:
 - flexibility
 - show up and be on time
 - work hard
 - good communication skills
 - good personal characteristics
 - positive attitude
4. Advice:
 - punctuality
 - show up!
 - honesty
 - good work ethic
 - attention to detail
 - do the job
 - commitments

Activity 3: BENEFITS OF TEMP WORK

1. Benefits for a young person:
 - learn a skill set
 - explore a career field
 - opportunity to gain experience for resume
2. Benefits for a retired person:
 - opportunity to return to work force
 - already has a skill set to teach others in new job
 - second career
3. Negatives could be:
 - company may change direction and "fire" you
 - move from project to project without developing specific skills
 - office politics
 - stigma of temp employment

Activity 4: TRUE/FALSE

1. False: temp work IS a real job
2. True
3. False: skills can be developed in temp work
4. False: dress professionally as you would for any job interview
5. True
6. True