

Business and Financial Operations

Employment, Recruitment, and Placement Specialists

Employment, Recruitment, and Placement Specialists recruit and evaluate applicants and attempt to match them with client firms. They are the initial employment interviewers and a potential employee is vetoed or approved as suitable by them before the worker is sent on to the company that initiated the new hire. They often headhunt from other organizations to fill positions available in their client firms. In order to fill the higher level positions it is necessary that they know who the experts are and have knowledge of their current compensation packages before attempting to get them to switch to an organization that they represent. Employment, recruitment, and placement specialists rely heavily on networking to help match employers with qualified jobseekers and are usually strong negotiators. They develop relationships with prospective employees and maintain contacts within the community.

Their job usually involves a significant amount of travel. They attend a considerable number of job fairs and visit many college campuses in search of promising job applicants. They screen, interview, and occasionally test applicants. They sometimes check references and extend job offers. Employment, recruitment, and placement specialists must be thoroughly familiar with their organization, the work that is done, and the human resources policies of their company in order to discuss wages, working conditions and advancement opportunities with prospective employees. They frequently work for big employment agencies and as such a large part of their job may involve actively pursuing new client firms. Because of fierce competition among agencies, the marketing work required for this can be quite stressful at times. Much of their work falls under the category of human resources services. These services include providing temporary workers to businesses, helping employers locate suitable employees, and providing a variety of human resources services to clients as needed.

Employment, recruitment, and placement specialists work in the employment services industry for agencies specializing in one or more of the four distinct segments it is divided into:

1. Employment placement agencies list employment vacancies and place permanent employees.
2. Temporary help services, referred to as temporary staffing agencies, specialize in providing employees, on a contract basis and for a limited time, to clients in need of workers to supplement their labor force.
3. Executive search services, often referred to as headhunters, provide search, recruitment, and placement services for clients with specific executive and senior management needs. Clients hire executive recruiters to save time and preserve confidentiality. Some executive search consulting firms specialize in

recruiting for a particular industry or geographic area; other firms conduct general searches.

4. Professional employer organizations are engaged in providing human resources and human resources management services to staff client businesses. They may sometimes share responsibility as a co-employer of workers to provide a cost-effective approach to the management and administration of the human resources functions of their clients.

The typical work week of Employment, recruitment, and placement specialists is 40 hours a week with occasional overtime depending on the timing of job fairs or recruitment trips. Much of their time will be spent in meetings, interviewing people or reviewing resumes. Most employment placement agencies have a relatively small permanent staff, usually fewer than 10 workers, who interview jobseekers and try to match their qualifications and skills to those being sought by employers for specific job openings.

Education/Training

How to Obtain:

Requirements for positions as Employment, recruitment, and placement specialists vary by company. Many companies will hire workers with only a Bachelor's degree from an accredited four year university or college, relevant experience and knowledge of interviewing techniques. Others require a Masters degree in an applicable field or equivalent experience. There are no particular fields of study although Business Administration and Human Resources Management are popular.

Licensing or certification is not necessary although those who work for Professional employer organizations might seek certification from The Society for Human Resource Management.

It offers two levels of certification, including the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR).

Requirements include:

- Two years of professional (exempt-level) HR work experience with a Bachelors degree
- Passing a certification exam of 225 multiple-choice questions.

A Senior Professional in Human Resources (SPHR) is earned after five years experience.

More Information on Certification:

- The Society for Human Resource Management <http://www.shrm.org/Pages/default.aspx>
- The HR Certification institute <http://www.hrci.org/>

Average Costs:

Tuition and fees for a master's degree earned at an accredited public university in an area such as business administration costs an average of \$16,000.* per year. Completion time is generally 2 years.

The certification exam costs range from \$250 - \$425 each. Membership in The Society for Human Resource Management is not required for the exam.

* Note: This figure does not include federal, state, or university financial aid resources such as grants, fellowships, scholarships or work study. It also does not include vocational rehabilitation or other state resources available specifically to people with disabilities. The out-of-pocket expense may be significantly less.