

Career Opportunities

From Flex To Full Time: How To Get A Foot In The Door

by Lauren Devine

(NAPSA)—When you're looking for a permanent job in your field, but haven't been offered the right position, temporary jobs are an effective way to get your foot in the door. The largest staffing and human resource solutions provider in the U.S., Adecco, offers ten tips:

1. When working with a temporary staffing agency, let them know that you're interested in a permanent position. The agency will have your objective in mind as it searches for potential opportunities.

2. Think of the time you spend as a temporary worker as an ongoing interview. Your on-the-job performance can make or break your future with a company.

3. Create your own job. Look for projects you can take on and own.

4. Pay attention. Temporary work is perhaps the fastest way to acquire experience, which you can use to secure a permanent position.

5. Follow through. Employers will take comfort knowing they can depend on you in any circumstance. The better you do, the more essential you are to the firm.

6. Be social. It's important to build relationships with the people with whom you work. The more contact they have with you, the more likely they'll recommend you when a position opens up.

7. Secure good references—in writing—from the people you



work for. Ask if you can rely on them for references in the future.

8. Keep an open mind. Approach every assignment with a positive outlook. You may learn you have an aptitude for work you never considered.

9. Use your temporary assignments as a way to weed out unsuitable career choices. Note what you like or don't like about each job.

10. Take a temporary assignment while looking for a permanent job. Continuing your search shows initiative to prospective employers and provides an income, so you can take a job for the right reasons, not just for money.

Adecco is the nation's leader in employment and HR services, connecting people with jobs through nearly 1,500 branch offices. To learn more, visit www.usadecco.com.

• Ms. Devine is Senior Vice President of Operations for Adecco USA.