TEMPORARY EMPLOYMENT SERVICES

Please note: This list includes only a sampling of agencies that have career-related opportunities. Therefore, you should also conduct independent research and consider other agencies.

Finance/Banking Opportunities

Accountemps
New York Midtown
245 Park Avenue, 25th Floor
New York, NY 10167
Tel: (212) 687.7878 Fax: (212) 682.7749
new.york.midtown@accountemps.com
www.accountemps.com
Sample Positions: Accounting Managers, Cost Accountants, Credit Managers, Budget Analysts, Financial Analysts, Staff and Senior Accountants

Ajilon Finance
521 Fifth Avenue, 4th Floor
New York, NY 10175
Tel: (212) 953.7400 Fax: (212) 867.8394
staffing@ajilonfinance.com
www.ajilon.com
Sample Positions: Financial Analysts, Accountants, and Credit Analysts

Atrium
71 5th Avenue, 3rd Floor
New York, NY 10003
Tel: (212) 292.0550 Toll Free: (800) 599.8367 Fax: (212) 292.0551
resume@atriumstaff.com
www.atriumstaff.com
Sample Positions: Corporate Financial Analyst and Finance Portfolio Assistant

Merit Consulting Services
80 Maiden Lane, Suite 904
New York, NY 10038
Tel: (212) 406.5800 Fax: (212) 619.5938
info@meritpersonnel.com
www.meritpersonnel.com
Sample Positions: Research Analyst, Portfolio Assistant, Relationship Manager, Risk Manager, Senior Marketing Consultant, Marketing Associate, Relationship Manager, Market Research Analyst, and Financial Analyst

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INTERVIEW TYPES

Screening Interview: The screening interview does just that—screen out candidates whose qualifications don't meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

- Articulate your skills and what you accomplished at each previous job experience.

Second Interview: Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best "fit" with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

- Ask questions about the work environment.
- This stage may also include reference checks and testing.

Case Study Interview: Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

- You can usually ask relevant questions in your efforts.
- There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
- It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview: In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, "Tell me of an incident when you failed," instead of a hypothetical question such as "How you would handle a mistake or failure?" The employer assumes this will be a good indicator of how you would handle situations in the future.

- Stay calm and answer the question as completely as you can, using the SAR formula as your guide:
  - S: What was the situation or problem that you were presented with?
  - A: What action did you take? (Specifically highlight the skills used.)
  - R: What were the results of your actions? (Be specific and quantify results when possible.)