



Certificate in US Staffing

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certificate in US Staffing

US staffing refers to the process of recruiting, screening, and hiring employees for companies based in the United States. It involves matching qualified candidates with job openings and ensuring compliance with US employment laws and regulations. US staffing professionals are responsible for understanding client requirements, sourcing candidates, conducting interviews, and managing the hiring process.

In US staffing, there are various types of staffing models, including direct hire, contract staffing, and temporary staffing. US staffing professionals need to have knowledge of US labor laws, such as the Fair Labor Standards Act and Equal Employment Opportunity regulations, to ensure compliance during the hiring process. They also use various sourcing methods, such as job boards, social media, and professional networks, to find suitable candidates.

Why should one take Certificate in US Staffing?

Getting certified in Accounts Payable can have several benefits:

- **Enhanced Knowledge and Skills:** Certification programs provide in-depth knowledge and practical skills which can significantly enhance your capabilities as a staffing professional and make you more effective in your role.
- **Professional Credibility:** Holding a recognized certification in US Staffing demonstrates your commitment to professional development and showcases your expertise in the field.
- **Career Advancement Opportunities:** Many employers value certified professionals and may prioritize hiring or promoting individuals with recognized credentials.
- **Competitive Advantage:** In a competitive job market, having a certification in US Staffing can give you a competitive edge over other candidates.

Ultimately, taking a certificate in US Staffing can offer numerous benefits, including expanded knowledge, improved job prospects, enhanced credibility, and increased career opportunities. It can serve as a valuable stepping stone in building a successful career in the staffing field.

The certification covers

- US Employment Laws and Regulations
- Sourcing Strategies for US Candidates
- US Resume Evaluation and Screening

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certificate in US Staffing Professionals

Several companies and organizations hire US staffing professionals across various sectors like Recruitment Process Outsourcing (RPO) companies, staffing agencies, technology companies, healthcare and pharmaceutical companies, finance and banking institutions, consulting firms, manufacturing and engineering companies, hospitality and retail organizations.

These are just a few examples, and there are numerous other companies, both large and small, that hire professionals in this field.

Overall, organizations across industries that prioritize employee development and engagement are likely to hire professionals with a Certificate in US Staffing to drive their recruitment strategies and initiatives.

Table of Contents

1. US Staffing Industry Overview

- 1.1 Introduction to the US staffing industry
- 1.2 Understanding the US job market and hiring trends
- 1.3 Key players and regulations in the US staffing industry
- 1.4 Emerging practices and innovations in US staffing

2. Client Engagement and Account Management

- 2.1 Building and maintaining relationships with US clients
- 2.2 Understanding US client requirements and expectations
- 2.3 Effective communication and collaboration with US clients
- 2.4 Account management techniques for US clients

3. US Employment Laws and Regulations

- 3.1 Familiarization with US employment laws (e.g., Fair Labor Standards Act, Americans with Disabilities Act)
- 3.2 Compliance with Equal Employment Opportunity (EEO) regulations
- 3.3 Understanding visa and work authorization requirements (e.g., H-1B, L-1)
- 3.4 Adhering to wage and hour regulations for US employees

4. Sourcing Strategies for US Candidates

- 4.1 US-specific sourcing channels and methods (e.g., job boards, professional networks)
- 4.2 Leveraging online platforms for US candidate identification
- 4.3 Passive candidate sourcing and engagement in the US market
- 4.4 Effective techniques for attracting US candidates

5. US Resume Evaluation and Screening

- 5.1 Understanding US resume formats and conventions
- 5.2 Evaluating US resumes for key qualifications and skills
- 5.3 Screening techniques and best practices for US candidates
- 5.4 Behavioral and competency-based assessments for US candidates

6. US Interviewing Techniques

- 6.1 US interview formats and styles
- 6.2 Behavioral and situational interviewing for US candidates
- 6.3 Cultural considerations in US interviews
- 6.4 Legal and ethical aspects of US interviews

7. US Workforce Diversity and Inclusion

- 7.1 Understanding diversity and inclusion in the US workplace
- 7.2 Adapting recruitment strategies to promote diversity and inclusion
- 7.3 Mitigating bias in candidate selection and decision-making
- 7.4 Compliance with US diversity and inclusion regulations

8. US Candidate Onboarding and Engagement

- 8.1 US-specific onboarding processes and requirements
- 8.2 Orientation programs and employee handbooks for US candidates
- 8.3 Engaging and retaining US candidates
- 8.4 Benefits enrollment and explanation for US employees

9. US Staffing Compliance and Risk Management

- 9.1 Compliance with US labor laws and regulations
- 9.2 Background checks and reference verification for US candidates
- 9.3 Managing risk in US staffing operations
- 9.4 Data privacy and protection in US staffing

10. US Client Reporting and Analytics

- 10.1 Reporting metrics and performance measurement for US clients
- 10.2 Analyzing recruitment data and trends for US staffing
- 10.3 Utilizing technology and tools for US client reporting
- 10.4 Providing insights and recommendations to US clients based on data analysis

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
 - Certified AML-KYC Compliance Officer
 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
 - Certified Treasury Markets Professional
- ▶ **Big Data**
 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
 - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
 - Certified HR Compensation Manager
 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
- ▶ **Office Skills**
 - Certified Data Entry Operator
 - Certified Office Administrator
- ▶ **Project Management**
 - Certified Master in Project Management
 - Certified Scrum Specialist
- ▶ **Real Estate**
 - Certified Real Estate Consultant
- ▶ **Marketing**
 - Certified Marketing Manager
- ▶ **Quality**
 - Certified Six Sigma Green Belt Professional
 - Certified Six Sigma Black Belt Professional
 - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
 - Certified International Logistics Professional
 - Certified Logistics & SCM Professional
 - Certified Supply Chain Management Professional
- ▶ **Legal**
 - Certified IPR & Legal Manager
 - Certified Labour Law Analyst
 - Certified Business Law Analyst
 - Certified Corporate Law Analyst
- ▶ **Information Technology**
 - Certified Angular JS Professional
 - Certified Basic Network Support Professional
 - Certified Business Intelligence Professional
 - Certified Core Java Developer
 - Certified E-commerce Professional
 - Certified IT Support Professional
 - Certified PHP Professional
 - Certified Selenium Professional
- ▶ **Mobile Application Development**
 - Certified Android Apps Developer
 - Certified iPhone Apps Developer
- ▶ **Security**
 - Certified Ethical Hacking and Security Professional
 - Certified Network Security Professional
- ▶ **Management**
 - Certified Corporate Governance Professional
 - Certified Corporate Social Responsibility Professional
 - Certified Leadership Skills Professional
- ▶ **Life Skills**
 - Certified Business Communication Specialist
 - Certified Public Relations Officer
- ▶ **Media**
 - Certified Advertising Manager
 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

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