

# BAIN AND GRAY

## Top Tips for Temporary Workers



As an agency with a busy temp desk we're here to offer stability, whether that's during transition periods to lessen the feeling of worry that can accompany a job search, or whilst unemployed or for other reasons such as alongside studying, building your own business or during school holidays.

Whatever the reason we'll listen to you, ensure you're well looked after and try to match you to the best possible roles.



Turn the page for a few dos and don'ts to help you along the way...





## Do

Contact your temp consultant every other week with your availability.

Contact your temp consultant if you've accepted any other roles whether temporary or permanent.

When interviewing, arrive 5-10 minutes early, but no earlier.

Research companies and contacts that you are given from your temp consultant

When following up on anything pick up the phone – communication and relationship building is key when temping.

With each new assignment, double check all details including address, journey time and who you'll be reporting to.

Dress appropriately for the assignment (check with your temp controller what this should be) this will help you fit in, perform better and feel more confident in your role.

Make a conscious choice to approach each new work situation constructively – you never know where it may lead!

If you're unable to attend a booking, inform your consultant before 8.30am on the day.

Get your timesheet in on time. Get into the habit of sending this in before you leave on a Friday afternoon.

As you complete assignments, update your CV to include the new skills and experience you acquire – your next assignment could be more senior and pay more.



## Don't

Turn up late

Wait for the work to be given to you. Show initiative! If you finish ahead of schedule, don't wait for someone to come and find you – ask for more work. You'll earn a reputation as a hard worker and be first in line for future assignments.

Use your phone whilst working in a temp role

Use the company's equipment for personal use.

Abuse your email/internet privileges.

Join in with office politics.

If you're looking for a permanent position whilst temping, we'll always encourage you to keep interviewing, however we ask you to keep these to first thing and last thing in the day (or lunch times as approved by your boss).



Don't forget to follow us on Facebook, Twitter, Instagram and LinkedIn as all our jobs will be advertised here along with any exciting news.

Good luck and we look forward to having you represent us soon!

The Bain and Gray team.