

# HALLMARKS OF A GOOD TEMP



A good temp is one whose goal is to enjoy every assignment. This means having a positive attitude, and enjoying all the challenges that come your way.

## ***Flexibility is the key requisite:***

If you are serious about temping, you will find that often we receive job orders that are last minute decisions by our clients, and therefore you will be called upon without much notice.

A good temp knows that if they put every effort into making each assignment a successful one, and give each client the very best service possible, they will receive the best references.

## ***What you can do for us and for our clients:***

Once you have accepted an assignment from our temporary consultants, you must:

- Report to work on time
- Complete the assignment as specified
- Always maintain a high standard of work performance, as it will ensure future assignments
- Dress in a professional manner
- Find out the appropriate form of greeting when answering the phone
- Keep all work regarding the clients' business strictly confidential
- Advise us as soon as you are informed of the completion of your assignment or any variation to it
- Only take or make personal calls if they are essential and don't send or receive personal e-mails
- Keep your mobile phone switched off during office hours
- Ensure that you have approval from the client before doing any overtime, and ensure you take the required breaks as advised by your consultant or by the client

## ***About temping...***

- Up to 60% of temporary staff gain permanent employment through temporary assignments
- Temping allows you to "try before you buy". Many permanent employees are hesitant to accept a new position when they are unsure of the work environment, immediate superiors and colleagues. Attending an interview does not always provide an accurate insight
- Temping is an excellent confidence builder, particularly if you have been in one position for many years and you are unsure of your market value
- Temping will increase your skill base, present exciting opportunities which may not exist in a permanent role, and will expand your network of friends and work colleagues

## ***Updating your Skills:***

BSI Learned Friends has training software available to you (free of charge) to enable you to update your computer skills. Brush up on your knowledge of: **Microsoft Word, PowerPoint, and Excel**. Bookings are essential. Call our receptionist to arrange a booking between 8.00am and 6.00pm. Remember the more packages you know, the more employable you are!

**Temporary staff boost morale in the workplace and help increase productivity. More than 80% of companies invest in temporary staff to alleviate stress inducing workloads, in order to develop a better environment for permanent employees.**