

Tips for Finding Temp Work

Why Temp?

- Competitive rates of pay
- For candidates wishing to start their careers, temping provides an excellent opportunity of gaining invaluable work experience
- Many of our temporary workers secure permanent work as a direct result of them temping
- Temping can provide you with a regular income while you search for permanent work
- It gives access to key employers
- It accommodates different lifestyles and is able to accommodate flexible working patterns
- It enables you to gain credible experience in a working environment
- It demonstrates to future employers your ability to adjust to different working environments

Staying in Temporary Work

- Be punctual, dress professional and be polite!
- Always work hard! As a temp your performance will be evaluated and this will determine future assignments that you are offered
- Keep in contact with your consultant, update them with regards to any job activity that you have on
- If you are working for City Personnel and require a new position, let us know!
- If you are in an assignment and you discover it is about to finish call your consultant
- If you have been working through another agency send an updated resume

Temping Do's & Don'ts

- While temping you are required to give 5 days notice if you wish to leave your assignment.
- If you are sick you must call City Personnel in person by 8.30am, you may also be asked to call the client for which you are working
- You will need to be flexible with regards to the hours that you work. Each assignment may be different.
- Personal telephone calls should only be made if the client confirms that it is ok to do so.
- Personal emails at work are strictly prohibited whilst working as a temp.
- Your hourly rate is confidential, if it is disclosed it may result in your assignment being terminated.
- You must familiarize yourself with the clients health and safety procedures.

City Personnel
RECRUITMENT YOU TRUST

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