



Recruitment &
Management
Consultants

Temping / Contracting Tips and Hints

Maintain regular contact with your consultant and advise of any changes to your hours, role or if asked directly to extend an assignment.

Be professional, pro-active and flexible. Remember that it is not just your reputation but ours as well.

Be aware of client confidentiality.

Read and ensure that you understand any terms covering your assignments. Ask your consultant if any clarification is required.

Retain details of your assignments, dates and also any additional tasks you may have performed to update your resume (it will be difficult to recall full details at a later date).

FAQs

Q. Is temporary work a good option?

A. Absolutely!

Whether it is a short-term option between roles, a career choice, or to maintain a healthy work/life balance, temping provides you with flexibility, as well as greater variety.

Every temp assignment can give you exposure to new working environments, tasks and skills. So if you are enthusiastic, you can enhance your skill set and networks.

Greater networks and potential referees can further your career and enhance your resume.

Q. How much do I get paid?

A. You will be paid for hours worked. Your consultant will advise you in relation to hourly rates and may vary depending on the position, your experience, the length of the assignment, the size and location of the firm. We have extensive knowledge of the industry and will ensure you are paid a fair and equitable market rate.

Your hourly rate includes a 25% casual loading that compensates you for:

- Annual leave;
- Leave Loading;
- Personal Leave (which covers Sick Leave, Carer's Leave and Compassionate Leave); and
- Jury Service.

Q. What if my availability changes?

A. Remember to advise your consultant of any planned leave with as much notice as practicable. If you are placed in short term assignments it is difficult to arrange leave unless advised to the client prior to engaging you.

If you are unable to attend an assignment you have accepted for whatever reason, you must inform your consultant as soon as practicable.

If you become aware that your assignment may be finishing, being extended, or completed earlier than expected, please contact and inform your consultant.

Legal People needs to provide our clients with candidates of a high standard and skill level. Of equal importance is that the candidates present with a flexible, cooperative, reliable and conscientious approach to each assignment. You are required to work the hours set down by the firm and to complete the assignment in a polite and professional manner.

If we receive good feedback from your assignments, your services will be in demand.

Q. What if I am unwell?

A. You will have a client contact that you should advise as soon as practicable (prior to commencement of the working day). In addition, you will also need to advise your consultant.

Q. What do I wear?

A. Usually business attire. Your consultant will be able to advise you what the company environment is like or if they have any business casual days. Always err on the side of caution.

Q. I have been offered a permanent position. How much notice is required to end my temp assignment?

A. As a matter of professional courtesy and to allow sufficient time to source a replacement temp, we generally request that you provide us with one week's notice. If this is not possible, we ask that you at least finish the current week of the assignment. Again, please discuss this with your consultant at the earliest possible opportunity in order to reach the best possible outcome to suit all parties.

Q. What if I am not enjoying the assignment?

A. Speak to your consultant to discuss options.

Q. Is it OK to make and take calls on my mobile phone and use the Internet?

A. Mobile phones should be switched off or put on silent and limited to emergencies only.

The Internet should not be accessed for personal use during work hours, particularly any social networking sites.

If you need to make or receive a call, or are awaiting an important email, please advise your supervisor in advance. Otherwise, you can check messages or place calls on your breaks.