



### Here are C&M Travel Recruitment's Top Tips for Temps.

As a temp you are a valuable asset to any hiring company and to C&M. Therefore it is vital to all parties that your assignment is successful as quickly as possible. We have included some useful tips and guidelines to help you from writing your CV to your assignment when undertaking temporary work.

#### CV

- Tailor your CV to temporary work to ensure your key skills stand out.
- If you have had a number of assignments over a long period of time, check that any gaps are accounted for
- Explain each role and your reason for leaving

#### Interview

- An interview for a temporary role may be as lengthy as if it were permanent.
- Think about your approach beforehand – research the company! See our indispensable interview guide for our top interview tips!
- You must appear committed to fulfilling the assignment whilst not discounting any offers of permanent work.

#### Your Assignment

- Your Consultant will run through your assignment but your start, but it is worth ensuring that you have enough details to arrive punctually every day.
- Pre-check journey and parking arrangements
- Know who to report to
- Make sure you are familiar with timesheets, required paperwork and pay arrangements
- Most of all remember you are expected to honour your assignment for the agreed duration

#### Presentation and behaviour

- Check for the dress code and ensure you are suitably dressed for work, whether formal or casual.
- Be respectful of company rules at all times and demonstrate professional conduct at all times
- Keep personal calls and emails to a minimum and personal internet activity is not acceptable unless during your lunchbreak with the permission of your employer.
- Do not participate in office politics!



### **Getting Paid!**

Now for the important stuff!

- Only correctly completed and signed timesheets will be paid via BACS system directly into your bank account so you must ensure that you have a valid UK bank account.
- You get paid for every hour you work (excl. breaks and lunch)
- Timesheets must reach C&M payroll department by Monday at 10am.
- Overtime payments are at the discretion of your manager.
- If you are expecting to work additional hours you must inform C&M in advance to confirm any overtime pay arrangements otherwise a basic rate will be paid.

### **Housekeeping**

- If you are unable to attend work due to illness or any other reason, you **MUST** inform C&M as early as possible.
- Failure to do this could seriously jeopardise your assignment.
- If you are unhappy with your assignment you must contact your consultant quickly and discuss your options.