

8 tips to being a great temp & winning repeat assignments.

Working as a temp can be a great experience or a difficult one, depending on how you approach each assignment.

During boom times, many great office support professionals choose temping for the variety and the control they could exercise over their own schedule. Today, temping is for many, an unwelcome but essential alternative to a permanent job they no longer have.

GETTING INVITED BACK

Successful temps all see their assignments as a stepping stone to something else; another assignment, a permanent job or even a career change depending on their outlook. We have many temps that simply go from one assignment to another, because they are in frequent call back demand from our customers. Work to keep yourself in continuous employment as a temp, by following each of these 8 steps:

- 1.** Always turn up early and dress appropriate to the working environment. First impressions last and if you blend in well, you are far more likely to get asked back or be considered for other roles that might arise.
- 2.** Make an effort to establish good relations with your contact and immediate colleagues. More and more companies today, use periods of temporary work to quietly evaluate people for possible longer term roles.
- 3.** Keep a positive, friendly attitude and be open minded about the work you are taking on, the company you are working in and the sector in which they operate. Everyone values a positive outlook and temps who assimilate into the environment quickly are appreciated more.
- 4.** Keep you personal life on hold during working hours. Because your contact will have to sign off on weekly timesheets, temps are under more scrutiny than permanent employees for how they spend their time. Switch off your mobile phones, don't make or take personal calls unless it's in an emergency and never use email or internet access for personal matters.
- 5.** Be as committed to your work as if you were a permanent employee. Some temps make the mistake of thinking, "it's just short-term, so why bother". Your week long assignment can turn into a much longer relationship if you demonstrate you can work hard, be flexible and develop good relationships. Bad temps get bounced quickly.

GETTING INVITED BACK

6. Commit to continuous improvement of your skills. The wider the range of software programmes, telecoms or computer hardware you are experienced with, the more assignments you will be suited too. Keep a note of everything that you work with and make sure it is on your CV so that automated CV search systems will pick it up.
7. Leave any anxieties you might have about being out of permanent work at the front door of the organisation with whom you are temping. Easier said than done, but some people find it very difficult to show how good they can be, because of the angst they carry. The organisation for whom you are temping wants to feel you are fully focused on their needs during your time with them.
8. Ask, ask and ask. Ask how to do things if you do not know. Everyone likes to help a temp when they start, but no one wants to clear up their mistakes when they're gone. Ask for more work if you are not busy. Being seen sitting around doing nothing is a sure way to remind the company they no longer need a temp. Making other people's workload lighter, makes organisations think how much better it could be if we had someone full time. Ask the organisation or the temping agency for feedback as to how you got on. You can only learn from feedback, and it sends a great "service" message to both the temporary employer and your recruiter which both will appreciate.

