



### **True Temps!**

#### **Keep in touch!**

It is important to let your recruitment consultant know what your availability is for work. Also when on assignment, let them know how it is going.

#### **Flexibility!**

You temp because you want the flexibility of being able to work when you want to. Be prepared to return the favour and take an assignment at the drop of a hat.

#### **First Impressions Last!**

UNLESS YOU ARE TOLD OTHERWISE, ALWAYS PRESUME THAT YOU WILL BE WORKING IN A CORPORATE ENVIRONMENT. WEAR A BUSINESS SUIT ON THE FIRST DAY OF YOUR NEW ASSIGNMENT. IF AFTER A COUPLE OF DAYS YOU FIND THERE IS A MORE RELAXED ATMOSPHERE WITH REGARD TO CLOTHING, ASK YOUR CONSULTANT IF THIS WOULD APPLY TO YOU TO.

#### **Be Punctual!**

PUNCTUALITY IS IMPERATIVE. IF FOR ANY REASON YOU FIND YOU ARE GOING TO BE LATE TO AN ASSIGNMENT, CONTACT YOUR CONSULTANT IMMEDIATELY. LET THEM KNOW THE REASON AND HOW LATE YOU ARE RUNNING. ALL CLIENTS WILL EXPECT YOU TO WORK THEIR STANDARD OFFICE HOURS. LOW ATTENDANCE AND PUNCTUALITY LEVELS ARE THE MOST COMMON REASON FOR TERMINATION WITH PERMANENT STAFF.

#### **Communicate – It's common courtesy!**

COMMUNICATE WITH YOUR RECRUITER. IF YOU ARE SICK, NEED TO FINISH EARLY OR TAKE A LONGER LUNCH BREAK PLEASE CONTACT YOUR RECRUITER AT THE EARLIEST OPPORTUNITY TO LET THEM KNOW. IT IS IMPORTANT THAT MOSER LEGAL SUPPORT CAN COMMUNICATE THIS TO THE CLIENT AS THEY MAY LIKE TO MAKE OTHER ARRANGEMENTS.

#### **Be Positive!**

Being positive, productive and dedicated is an essential part to being a temp. Clients often expect temps to be efficient. Keep yourself busy and if the need arises, ask your supervisor if there is anything else you can do to help. Remember those few things and the clients will remember you!

#### **Phone Calls & Internet!**

ALL PERSONAL PHONE CALLS/TEXTS SHOULD BE MADE DURING YOUR LUNCH BREAK UNLESS IT'S AN EMERGENCY. IN WHICH CASE, SEEK PERMISSION FROM YOUR SUPERVISOR. THIS ALSO APPLIES TO INTERNET AND EMAIL ACCESS.

**Confidentiality is a must!**

You will be working for many companies whilst temping and this will give you the opportunity to see, hear and access many forms of information. Our temp pack has a confidentiality agreement attached to it. This must be signed and put into practice.

**Going for Interviews!**

You may be searching for that perfect permanent position and temping in the meantime. If so, make sure that you or your consultant organise interviews during your lunch hour or outside office hours. Don't forget to let your consultant know how you got on!

**Feedback!**

Clients are always happy to give us good feedback if they have enjoyed having you work with them. If you enjoyed the assignment please let us and our clients know. Let them know that you can be contacted through your agency if they would like you to work for them again.

**INTERNET USAGE**

**MOSER LEGAL TEMPS ARE NOT ALLOWED TO USE THE INTERNET  
FOR THEIR OWN PERSONAL USE UNDER ANY CIRCUMSTANCES**