

Temporary work with Recruitment Edge gives you an opportunity for flexibility in your career, a chance to meet new people, try different industries and learn new skills.

## To be a successful temporary, you need to:

### 1 Communicate with Us

Remember, we are here to help you. Please contact a consultant immediately if:

- There are changes made to the assignment (duties, hours, duration etc)
- Any problems occur with your assignment (your duties, work environment etc)
- You are unable to attend an assignment due to illness or other reason
- A client wants to hire you directly on a casual or permanent basis
- You incur a work-related injury while on your assignment
- You change your name, address, or bank account details
- You gain additional skills.

### 2 Dress Appropriately

- Dress professionally and appropriately for each work environment.

### 3 Be Professional and Confident

- A warm and professional attitude is the best way to fit into a new job
- Be friendly, introduce yourself to others and tell them that you are a temp from Recruitment Edge – we're proud of our temps!
- Familiarise yourself with the work environment (amenities, equipment, basic procedures etc)
- Be flexible and use your initiative – ask for more work if you need it
- Stay neutral and avoid office gossip or politics.

### 4 Ask the Client Questions

- Ask questions to ensure that you understand work instructions
- Ask when it is convenient to take your lunch break – don't just assume a time!
- Seek permission before working overtime.

### 5 Maintain Confidentiality

- Don't discuss specific details of your work with anyone except your supervisor.

## 6 Abide by Phone/Email/Internet Etiquette

- Accessing a company's email or internet facilities for personal use is strictly prohibited
- Ask permission if you need to make an urgent personal phone call
- Advise friends, family, babysitters etc to call Recruitment Edge if they need to contact you. It is always more appropriate for Recruitment Edge to pass on messages to you
- If you carry a mobile phone, please switch it off whilst at work and only use it during authorised breaks.

## 7 Be Punctual

- Try to arrive a little early on the first day and adhere to your expected hours of work.
- Allow yourself plenty of travelling time.

## 8 Be Safety Conscious

- Comply with all of your safety obligations and requirements – a WHS Handbook is available to download from [www.recruitmentedge.com.au](http://www.recruitmentedge.com.au).

## 9 Make a Great Impression

- Complete your assignment to the best of your ability
- Check all of your work – it is better that you find your own mistakes if you make any!
- Remember, you are evaluated on each assignment, as is Recruitment Edge, and a great evaluation may lead to further work for both of us!

## 10 Remember Your Timesheet

- If you want to get paid, ensure that your timesheet is completed and sent back to Recruitment Edge by 6pm every Friday.