

DO'S

AND

DON'TS

TOP TIPS FOR TEMPORARY WORKERS



Contact your temp consultant every other week with your availability.

Contact your temp consultant if you've accepted any other roles whether temporary or permanent.

Arrive 5-10 minutes early for any interviews, inductions or work assignments.

If you're unable to attend a booking, inform your consultant at least 2 hrs before the start of your shift.

As you complete assignments, update your CV to include the new skills and experience you acquire - your next assignment could be more senior and pay more.

Make sure you have signed in and out daily and record any breaks taken.

Turn up late for any shift, induction or interview.

Forget your PPE/Uniform required.

Use the company's equipment for personal use or Abuse your email/internet privileges.

If you're looking for a permanent position whilst temping, we'll always encourage you to keep interviewing, however we ask you to keep these to first thing and last thing in the day (or lunch times as approved by your boss).

Leave your work place without letting your line manager know. Always call us straight away too if you have left early.

Book holiday via your line manager. All holiday requests must be directed to MTB and we will discuss with the client for approval.