



Guide to Working Your First Temp Job

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Introduction

When you are applying for a new job you are faced with many different working options. Some roles are permanent and do not have a defined end date, but there are other positions out there that work on a temporary basis. If you haven't encountered temporary work before, it may open a door for you, and it can be for anyone!

Temporary work is suitable for those in between jobs, people who are studying and need a cash top-up or it can be a long-term career choice for those who want a more varied career or way of working. For example, Warehouse Pickers/Packers who want to gain some experience across the industry may find temporary contracts much more attractive as they're able to move between companies to learn new things to transfer to a new role.

For many jobseekers looking for their next opportunity, temporary work could be the solution that they didn't know they needed. If you're unsure which road to go down for work, or you're itching to change your industry, a temporary assignment could give you a taste of something new without the commitment of a longer-term contract.

Did you know that there are just under 1.7 million temporary workers in the UK as of April 2022? For those who love to learn and those who thrive with flexibility in their day-to-day work, temporary assignments are a fantastic career choice. It doesn't mean that it's not a daunting option, though!

This is an opportunity to build your experience, network with people and learn something brand new and that should be an exciting prospect. If you have never taken a temporary contract before, you're about to learn a whole new way of working.

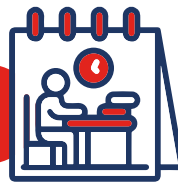
Luckily, there are plenty of things that you can do to ensure that your first temp role goes as smoothly as possible – and we have those steps for you in our handy guide!



1.7million
UK employees
are temps 

QS

Why Choose Temping?



Temping allows you to work in a way that works for you. If you want to be flexible with your time in a new company, temping allows you to do that. It's also important to note that temping doesn't just have to be a stopgap solution, especially if the flexibility is working around your lifestyle. There are so many great reasons to say yes to temp jobs. Some of these include:

- **It's Flexible**

Temporary work is far more flexible than other work types. You often get more options in terms of shifts, so consider what's going to work for you, and find a position that matches your preferences. When you have existing commitments with hobbies and family, temporary work can bend around these.

- **You Gain Better Work/Life Balance**

If you need work to fit around your studies or you're looking for something to do to gain some experience in an unfamiliar environment, temporary work offers you that chance while allowing you to keep a good balance. It's one of the reasons it's so popular.

A study undertaken by Small Business Prices showed the average permanent worker in the UK does just over 22 days of overtime each year – and that work is rarely paid and eats into your home life. Finding a work/life balance is so much easier when you work temporary assignments and they serve well to work around your schedule.

- **You'll Try New Things**

Temp work can give you the chance to deep dive into unfamiliar industries and new experiences. You'll have the opportunity to get a foot in the door of an area of work you may not have had a chance to embrace before. This enables you to work alongside industry experts you may find inspiring and you can certainly learn from.

If you're a student or simply unsure what you want to do next with your career, you'll find temping lets you 'try before you buy'. You might discover a passion or interest for an industry you never expected and that enables you to enhance your CV and broaden your employment horizons.





• You'll Build Your Existing Skills

Temping is a fantastic way to experiment. You could take on a job that only lasts for a couple of weeks, but it could be those weeks that give you a chance to expand your skills.

There are plenty of roles that allow you to transfer skills from one to the other, such as Admin/PA work and Industrial Warehouse Picker/Packer. Building on those skills furthers your reach in the next temporary position and quite often, if you show potential, it can also help you to secure permanent work in the future if that's what you want.

From here, you can work your way into a career or industry you never knew you wanted. It can be so beneficial to temp as you'll learn where your passions lie and what you have an aptitude for.

• You'll Boost Your CV

One thing temporary jobs give you is a sprinkle of something new on your CV. If you've been applying for permanent roles but you're not getting anywhere you might need a boost. You could have an impressive list of work experience after you take on some temp jobs and it can help to get you noticed.

- Think about the skills you've learnt whilst temping and highlight these on your CV
- List the companies you have temped for, you might work for some big names that will impress

Always ask for references, and if possible, gather these via email before you move to your next role. If you are looking to explore new options or need time to take a break from permanent work, then temping with us could be your best choice yet.

Temping:
A way that
works for you! 

How to Maximise Your Experience While You Temp



Congratulations on landing your first ever temp role. You're about to start something brand new and it's important that you set yourself up to be as successful as possible. You want to get the most from your new role and we've got all the steps that you should take to get there.

• Prepare Yourself

When you choose to temp you should look at treating it like a permanent job from day one. This means that you need to prepare yourself mentally (and physically) so the new company you work for will look at you as a valuable new team member. Remember, this is your chance to make an impact.

10 Tips for Perfect Preparation

✓ **Know what to bring**

If you need specific clothing or equipment for your first day on the job, it's likely your employer will provide it for you. But it's always worth checking if there is anything you should bring – just ask your Recruiter.

✓ **Get organised the night before**

Pack your bag, arrange your clothes and get any paperwork ready so that you're not scrambling on your first day.

✓ **Prepare food and water**

It doesn't matter what the job is – you should ensure that you have enough food and drinks available to get you through your shifts. If you're on a tight schedule, there may not be enough time to find somewhere to get some food during your break.

✓ **Know where you're going**

If the company you're heading to is new to you, make sure you know the public transport routes and allow plenty of time. If you're driving, it's a good idea to write down some directions in case your navigation lets you down! Check out the parking situation, too.

✓ **Get some sleep**

Before you start any new job, you need to rest properly so that you can be fresh and motivated for the morning.

✓ **Arrange to be early**

Setting an alarm and being aware of traffic updates will ensure you arrive early for your new temp job. Fifteen minutes should be early enough to make a great impression.

✓ **Introduce yourself**

You might be feeling nervous, but you'll feel better once you put yourself out there and make those first introductions. Smile – everyone will be waiting to welcome you and you're probably not the only one just starting so you won't be alone.

✓ **Pay attention to any briefings**

As a newbie temp on the job, your employer is going to give you a rundown of all health and safety information and everything you need to know to be successful on the job. Pay close attention here.

✓ **Ask questions**

Most temp jobs expect that you'll have the right skills to jump right into the job. However, don't be afraid to speak up and ask questions so you get the job done properly.

✓ **Talk to your Recruiter**

Your specialist QS Recruiter will be here to help you with your fresh start and be able to tell you what to expect for your first day.

• **Get Networking**

Temping offers you the perfect chance to make new connections that could help to shape the rest of your career. With the help of networking during a temporary assignment, you could secure a future permanent role with the business if that's what you're looking to do.

Three Benefits of Networking While You Temp:

You'll gain an introduction to new industry leaders

Whether you are temping in a warehouse or you're on the roads as an HGV driver, you will be exposed to different industry executives in each contract.

You might find your next offer

Networking can often result in new opportunities or contacts. It could be a referral, but sometimes it's an offer of permanent work.

Gaining support

When you choose to temp you're likely to meet other temps in the role, too. This helps you to gain advice and support based on their experiences.

Three Ways to Network as a Temp:

Be the first to reach out

To your new colleagues, to your new employer, to other managers and team leaders. Find out the key players in the business and make a point of knowing who they are before you arrive.

Take an interest in people

The best way to do this is to ask questions and be sociable. Not all networking is formal and there's nothing wrong with making friends as you go. Expanding your social circle is always a bonus and will help for the future.

Talk to your Recruiter

At QS Recruitment, we want you to succeed. We'll help you with the names of great contacts in your new position and give you some support and advice in temp working that will help you along the way.

• Seek Out Learning Opportunities

Temping in new places gives you the chance to seek out as many new opportunities as you like so that you can expand your knowledge, build your skillset and upgrade your talents. You'll learn about new industries, and discover new ways of doing things. The possibilities are endless if you simply seek them out.

Top Tips for Expanding Your Skills



Take advantage of all training opportunities

There are always better ways of doing things and your temp assignments can open doors for you. Your new employer may offer courses and seminars that you can jump into and upgrade your technical and people skills.



Ask for help

If there are specific skills or talents you want to work on, ask for help. Talk about new ways of doing things and make a point of reaching out. Don't worry whether your questions feel repetitive – it's always good to learn.



Collect feedback

From the employer and from your Recruiter at QS Recruitment, gather as much feedback as possible about your performance on the job. Good and bad, feedback is always valuable and you can work on your skills and bring them confidently into the next role.

• Give It Your All

We talked about treating your temp work as if it were a permanent position and at QS Recruitment, we stand by that. You should commit to the role and show that you have the skills and attitude they are looking for.

Handy Hints to Show Off Your Skills

• **Demonstrate your commitment**

Committing to the role is one thing but you should be as active as possible in your demonstration of it. One of the best ways to prove this is by asking for more. Show your support to your team and talk about what else you can help with.

• **Find ways to be impactful**

It's vital that you go beyond the expectations of the role but that doesn't mean that you should commit yourself to endless hours. Instead, use the time you've got to make a positive impact in the time that you have.

• **Take every opportunity possible to succeed**

From helping those around you to expanding your network, you can prove you're an exceptional team member.

• **Deliver what you know you can do**

Your CV talks about you and your skills, so show them off. There's nothing wrong with delivering on your expertise and showing that you know what you're doing.

• Always Be Ready for the Next Opportunity

By nature, temporary contracts are always going to be brief. Some can last for weeks and some last for months but there is an expected end date for each contract. It's important that you get yourself ready for your next prospect on the horizon.

How to Get Ready for the Next Step:



Make a note of the people you've worked with

Are there any key contacts you met while you worked? Keep their name and number handy and jot down a note of how they could help you.



Update your CV

You should update anything you may have achieved or accomplished – be it a new skill or a new certification – as you do them. Keeping your CV active and fresh will help you to easily apply for new roles without having to remember everything you did in one go.



Call your Recruiter

QS Recruitment is ready to help you to move into another position as soon as your temp assignment ends. We'll be in contact with you throughout your temporary contract so that you feel as supported as possible and ensure that you have something to move into when you're ready.

Ready, Steady – Go for It



Now that you know everything you have to do to feel prepared for your new role, it's time to begin. You should know that QS Recruitment is here for you throughout the process and beyond so if you have any questions or any concerns, we're just at the end of the phone to help. As an industrial and warehousing recruitment agency for the East Midlands and South Yorkshire, our team puts your success as our priority.

We support each of our employees and we want you to work a job that's right for you. For advice and information, you can call us or speak to your dedicated Recruiter to get the help that you need for your first assignment.

Contact QS Recruitment today to get your first day off to a great start.

