

Do It Right:

10 Success Tips for Working as a Temporary Employee



It's said that anything worth doing is worth doing right. When it comes to working as a temporary employee, we couldn't agree more.

So how do you do it right?

Start by reading this article. If you're new to the world of temporary work, or just want to improve your relationship with your staffing firm, this list of 10 simple – but effective – tips will help you get the most from your temping experiences.

At the Staffing Firm

- **Ask questions before you accept the assignment.** Ask your recruiter: What does the job entail? What are the hours? Where is the assignment located? Then ask yourself: Can I perform this job well? Finding the answers to questions like these upfront will help you intelligently decide whether or not the job is right for you – before you commit yourself.

- **Have your résumé critiqued.** Staffing professionals are experts in résumé writing. When you register, ask your recruiter to review your résumé and suggest improvements. The service is free and will help you create a stronger document that accurately reflects your accomplishments and work experience, while properly positioning you to land the job you want.
- **Try practice interviews.** Nervous about interviewing? Not sure how to handle a particular type of question? Tell your recruiter. He can give you specialized pointers to help you answer tough questions and will even help you practice those answers.
- **Take advantage of free training.** Free training is one of the best perks of working for a staffing firm. You can update your skills, acquire new ones, and make yourself a more

marketable and well-rounded employee. Remember that the broader your skill set, the more employment options you'll have.

On the Job

- **Ask for a tour.** Find out ahead of time where the bathroom, vending machines, kitchen, printers and fax machines are located. Doing so will help you feel more confident and comfortable in your new surroundings.
- **Understand your job responsibilities.** Clarify all aspects of the job with your on-site supervisor upon your arrival. Find out what the company expects to accomplish by hiring a temporary employee. If you clarify expectations like these upfront, you'll avoid misunderstandings and be more productive from hour one.
- **Take notes.** Chances are you're only going to receive instructions once.

So have a notebook and pen handy to write down important points that you can refer to later. You'll be more sure of yourself, complete your tasks with less difficulty, and show your supervisor that you take pride in getting the job done right.

- **Ask for feedback.** At the end of the first day, and throughout the assignment, find out if you're meeting your supervisor's expectations. Ask what you could be doing better. This will confirm your ability to accept constructive criticism and minimize miscommunications.
- **Show some initiative.** If you've finished your work, don't wait for

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someone to come by and find you idle. Instead, demonstrate your strong work ethic by asking your supervisor for more work.

- **Take temporary assignments seriously.** While a position may be temporary, the impression you make is not. Remember, even brief assignments can offer you many benefits – including

making valuable business contacts, enhancing your skills, and even creating opportunities for direct employment. So give your best effort on the first day, and throughout the duration of your assignment.

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