



Tips for C&C Search Temporary Staff

- Dress in corporate attire for your assignment (Unless otherwise stated by your consultant).
- Always aim to be 10 minutes early for interviews with clients.
- Ensure you research the organisation you are interviewing with and prepare a minimum of four questions to ask at the end of the interview.
- Plan your journey to your interview and or temporary position ahead of time.
- Treat each assignment as if it is a permanent position – you never know what opportunities will arise in the future!
- Always ask for more work if you have the capacity to take on more. You will leave a positive impression on the company and be the first in line for future assignments.
- Do ensure you send your signed timesheet through ahead of the deadline. Friday afternoon is usually safest – just in case your Manager is busy on a Monday.
- Upon completion of your assignment, please update your CV to include your position and the skills you acquired and send back to your consultant.
- Do not use your personal phone whilst on assignment – or social media, unless it is critical. This is not the right impression to leave with an employer.
- Please do not use the company's equipment or email for personal use.
- Office gossip is rarely factual and can be hurtful to those involved – try not to engage in these situations.
- If you are seeking a permanent opportunity whilst temping we ask you to please coordinate your interviews outside of core business hours where possible.
- If you have any questions about your assignment please pick up the phone to your Consultant – we are always here to help.