



## **Top Tips for Successful Flexible Staffers**

### **Do:**

- Read your employment contract documents carefully and ensure you ask your consultant for clarification if you are unsure about anything.
- Call us if you're unable to work, we're open from 08h30 to 17h00. Outside these hours, you can leave a message on our voicemail or send a Whats App.
- Make sure you have all your assignment details including address, start time and the name of whom to report to.
- Dress appropriately for the assignment as first impressions count.
- Remember for every assignment you work on, there is a notice period which needs to be adhered to.

### **Don't:**

- Ask about permanent employment opportunities without first discussing this with your consultant
- Use client's facilities for your private use without asking first, including the phone and PC / laptop for personal emails.
- Use the company computer system for downloading information from the Internet.
- Suffer in silence. If you're unhappy about the booking call US straight away!

### **A few other invaluable tips**

- Mobile phones: during operational hours, mobile telephones should be switched off. This includes the sending and receiving of text messages.
- Email: the majority of our clients operate an internal email system. It's imperative that this system is used for business purposes only. Be aware of the fact that clients do monitor your email, internet and telephone usage.
- Punctuality: it goes without saying, punctuality is very important. If your start time is 08h00 please ensure that you're at your workstation and raring to go!
- Absence procedure: if you're unable to go to work due to sickness, or for any other reason, please call or message your consultant before 08h30 and again by 16h00 that day to let us know whether or not you'll be able to work your assignment the following day. Remember you need to produce a valid doctor's certificate if you are absent for two or more working days, or if you are absent on a Monday or a Friday.
- Confidentiality: please be aware of our confidentiality policy. At no time, either during or following your assignment, may you use or disclose, to any unauthorised person, any

confidential information relating to the business affairs or trade secrets of your assigned company. Failure to adhere to this policy could result in legal action.

- Overtime: some of our clients have very tight deadlines, and at times you may be required to work overtime. Your consultant will keep you informed and will also let you know whether the pay rate will differ.
- Leave pay: You are entitled to leave pay accrued during your assignment which can either be taken as leave (with the permission of your manager and consultant), or will be paid to you on completion of your assignment. You can request a leave form from your consultant