



# Temping Top Tips.

Maximise your time temping with  
Office Angels.

officeangels  
AN Adecco BRAND

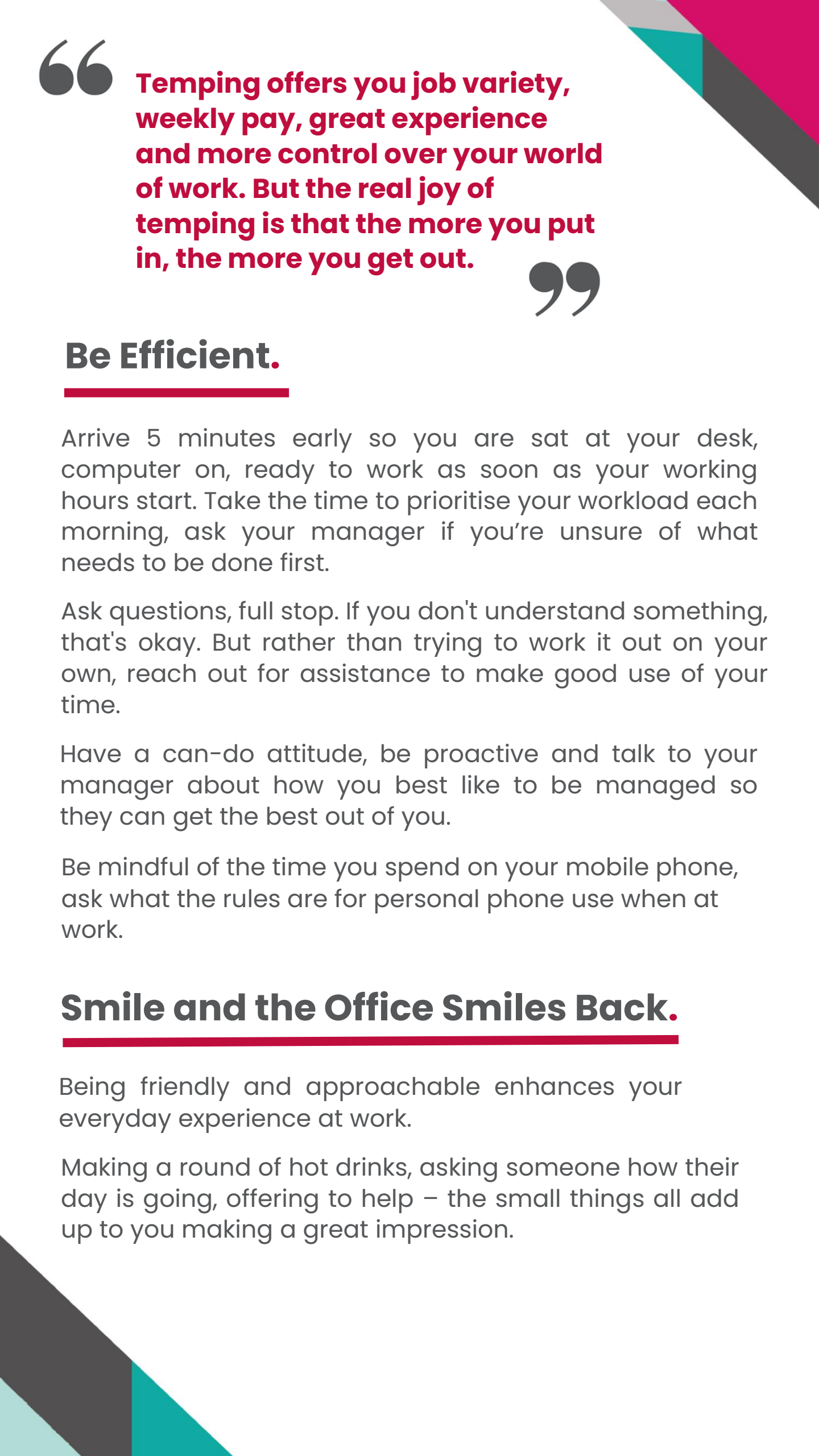
Why we go  
*further*



## Follow our Top Tips to make the most of your time as an Office Angels Temp:

- **Be efficient.**
- **Work Wear.**
- **Smile and the office smiles back.**
- **Network.**
- **Share your skills.**
- **Keep learning with LinkedIn.**
- **Talk to **us**.**

Read on to find out more...



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**Temping offers you job variety, weekly pay, great experience and more control over your world of work. But the real joy of temping is that the more you put in, the more you get out.**

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## **Be Efficient.**

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Arrive 5 minutes early so you are sat at your desk, computer on, ready to work as soon as your working hours start. Take the time to prioritise your workload each morning, ask your manager if you're unsure of what needs to be done first.

Ask questions, full stop. If you don't understand something, that's okay. But rather than trying to work it out on your own, reach out for assistance to make good use of your time.

Have a can-do attitude, be proactive and talk to your manager about how you best like to be managed so they can get the best out of you.

Be mindful of the time you spend on your mobile phone, ask what the rules are for personal phone use when at work.

## **Smile and the Office Smiles Back.**

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Being friendly and approachable enhances your everyday experience at work.

Making a round of hot drinks, asking someone how their day is going, offering to help – the small things all add up to you making a great impression.

## Work Wear.

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Office dress codes differ widely depending on the environment.

Try to match the office style; if you're in a corporate setting don't wear jeans and trainers, but if you're in a creative setting, a suit may feel too formal.

Taking care of how you dress is still a great way to feel confident, so plan your outfits, give yourself the time to make an effort in the morning and feel proud of your appearance.

If you're working virtually, you may still be on calls so remember to look presentable. Dressing professionally helps you get into the right headspace, especially when working from home.

If you're unsure of what to wear talk to your consultant.

## Network & Share Your Skills.

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You've been hired to do a certain role, but maybe you have skills that can be useful for something else.

As a Temp you are in a great position to be the first to hear about potential permanent roles within the company. By networking with your colleagues, sharing your skills and being proactive you could end up becoming a permanent member of the team.

Just remember to let us know if your role changes so we can make sure you are being paid correctly. Or if you want to go forward for any permanent positions, we can help you with interview preparation.

# Keep Learning with LinkedIn.

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Upskilling yourself is a great way to stay ahead in the ever-evolving world of work. It also means you can update your CV with new qualifications in addition to all the great work experience you are gaining as a Temp.

We have teamed up with LinkedIn to offer our Temps free access to 15,000 different LinkedIn Learning courses – which you can study at any time on any device, from a computer to your mobile phone. Ranging from technical skills to soft skills, there is a something for everyone.

## Talk to Us.

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We are your employer so while you will be based working in different offices, or remotely at home, please always come to us in the first instance if you have any issues.

Let us know how the role is going, update us with your upcoming holidays, or any changes at your work.

We love a good chat and the best thing about temping with us is that we're always just a phone call away. No problem is too big or too small.

Watch to find out why we go *further*:



Visit our website for more advice and top tips  
[office-angels.com](https://office-angels.com)

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