

RB's Top Tips for Temps

Top Tips for submitting Applications

- Have an idea on the sort of roles you are wishing to apply for and cater your resume accordingly. (See sample resume). Ensure you list your previous roles with time spent in each, and duties, in reverse chronological order – starting with most recent position.
- Also ensure you have two recent referee contact details (including phone numbers and/or email addresses) from two previous supervisors. It is best to use different employers if possible. It is very important that you have confirmed with each referee that they are happy to complete the reference and let them know when they may expect to be contacted.
- When sending out applications keep a note of all positions you have applied for as you will be asked about this.
- Remember first impressions count – your resume and any initial phone calls are just as important as official appointments – treat this as the first step in your interview process.

Top Tips Preparing for the Interview

- Map out the address of your appointment and ensure you leave yourself enough time to get there without rushing.
- Always dress in neat and tidy business attire and ensure you are presented well before entering the office. (Remember to remove excess items such as pens and sunglasses).
- Always aim to arrive 10 minutes early as you may have to complete registration forms.
- Ensure your phone is switched off before entering the office.
- Remember that the agency will be deciding whether you are suitable for their clients, based on the first image you create. It is just as important to make a professional impression with the agency.

Top Tips While at the Interview

- Introduce yourself in a courteous manner.
- Have a firm handshake and maintain eye contact with the consultant.
- Listen to the consultant – they can share inside client, industry and market knowledge that will assist your search.
- Feel free to ask questions regarding the intended role or other possible opportunities.
- Ensure you are honest with the consultant about what you are looking for in a role – they are there to get you the role you really want so work openly with them!
- Ask about the recruitment process
- Thank the consultant for their time and ask for their business card/contact details.
- Remember to get the most out of your consultant you will need to support the relationship through ongoing open communication and keeping them up to date with any other applications and interviews you attend. You can also contact them at any time to get updates on your application progress or to discuss other opportunities. The interview is only the beginning of this process.

Top Tips in Preparing to Meet with the Client

- Research the company that you are interested in working for – ask your consultant for the website details.

- Have an understanding of the structure of the company – particularly the name and title of the manager interviewing you, and how you will fit in as a potential employee.
- Familiarise yourself with the role – ask your consultant if there is a position description.

Top Tips While You Are Out Temping

- Ensure you stay in contact with your recruitment consultant. At RB recruitment we will be in direct contact with you on an ongoing basis and seek feedback on your experience.
- We will often visit you during your placement as well and continue to work towards your future career goals.
- Always be honest about your experiences and about the roles you are wanting to consider as your contract comes to a close. We begin preparing your application for additional roles before your current assignment has finished, aiming to maintain your continuous placement program.