



WORKING AS ONE

A GUIDE TO WORKING IN YOUR FIRST TEMP JOB



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Temporary work can be a rewarding career choice for those with a desire to learn and experience different roles, industries and companies. In fact, 9% of all Kiwis are temporary workers and enjoy a life of flexibility, opportunity and variety.

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But when it comes to taking on your first few assignments, we know that jumping right in can be a little daunting. So, we've put together this practical guide to walk you through everything you need to know to find success in the early days of your temping career.

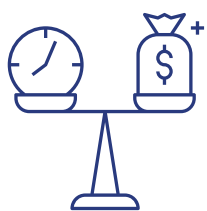
Keep reading until the end and you'll also find a checklist covering everything we're about to discuss, which you can refer back to in the future.





First, Why Choose Temping as a Career?

While you'll meet many Kiwis out there who have chosen temping as a stepping-stone between, say, study and permanent work, the life of a temporary employee can be an exciting opportunity as a genuine career all on its own. Here's why.



Work/life Balance

Temping is flexibility, and flexibility means work/life balance. Work/life balance is one of the most sought-after aspects of any job and what we found in our [2021 What's My Rate? Industrial & Trades Wage Report](#) to be the fourth most important aspect someone looks for in a new job (and before COVID-19, it was in first place).

How you can create better work/life balance through temping:

- Need a rest? Take a few days off between assignments at your leisure.
- Make your weeks work for you by selecting jobs that match your schedule.
- Switch off when you get home. Temp work rarely follows you home, allowing you to sit back, relax and enjoy your free time.



Gain Experience

The temporary nature of temp work means you'll be exposed to a lot of different ways of working throughout your career. By remaining open to learning, you'll be surprised how often you get presented with opportunities to stretch yourself and widen your skillset.

How temping helps you gain experience:

- On-the-job training for different organisations.
- Work hands-on with industry leading companies.
- Work under a variety of people, each of whom have their own experiences to share.
- Gain insight into different aspects of your industry, widening your horizons.



Meet New People

When working as a temp, one thing is inevitable: you're going to experience a variety of environments and develop relationships with people all over the industry. This will open doors to future opportunities, bolstering your CV and broadening your professional network with potential referees, mentors and even future employers.

How temping helps broaden your network:

- Meet a host of new people on each assignment.
- Find new mentors, colleagues and friends.
- Develop a reputation that could help create future opportunities.



Get the Support You Need

When working as a temp with OneStaff, you'll never be alone. Your OneStaff representative is here to support you, which means you'll always have someone to discuss your work with so we can better help you make the most of your time as a temp.

How OneStaff can support your temp work:

- If there's an issue with your job, we'll find you the answers.
- You'll have someone to help you sort out sick leave and days off.
- As we learn what you like, we can find better jobs that suit your needs.





How to Get the Most Out of Your Temp Job

So, you've landed your first temp assignment. Here's how you set yourself up for success and get the greatest benefits from the role.

1

Be Prepared for Your First Day

Most employers will expect you to be ready to hit the ground running (or at least walking) when starting a temp job, which means a little bit of prep can go a long way to making your first assignments less bumpy.

Before the Day



Health & Safety: Before your first day on assignment, OneStaff will send you a confirmation of your assignment that will include assignment details and the hazards and controls on your job and other vital information. Make sure you have read and understood this information and if there is anything you're unsure about, call your OneStaff consultant.



Know what to expect: Knowledge is power, as they say. Talk to your OneStaff contact and find out as much as you can about the role – what's the project? Where do you fit into the team? What will people be expecting of you?



Know what equipment you need to bring: OneStaff will ensure you have all the correct PPE to perform your role safely. Some roles will have tools provided while others will require you to have your own (e.g. being trade qualified you will already have these). We will make it clear when discussing the role what you need before you accept.



Pack a healthy lunch and water: We can't overstate the importance of how eating well affects both your health and mental well-being. Make sure to drink lots of water throughout the day, particularly in the summer months to avoid dehydration, and avoid energy drinks or having lots of caffeine as they can have dangerous effects on your body - particularly the heart and brain. For meals, try to swap out the temptation for fast food with wraps, smoothies or bring something from home such as leftovers from dinner.

On the Day



Show up on time: Plan your commute in advance and make sure you'll get to your assignment either on time or a little early – five to 10 minutes early would be perfect.



Introduce yourself: Your manager or supervisor will introduce you to people, but there's no reason you can't get a head start with anyone you pass by while, for example, you're waiting for the morning briefing. This can help alleviate the discomfort of being a newbie.



Pay attention to briefings: Your first day will involve on-site health & safety inductions and other briefings. Do your best to remember the information, and don't hesitate to ask questions if there is anything you're unsure of.



Ask questions: Speaking of asking questions, if you are ever working on a task and you're not sure what to do – or you're given instructions you can't follow – just ask. It's better to ask now and learn than to potentially get something wrong.

2

Make Connections

Networking can be highly valuable in the world of temping, and temporary work is going to give you lots of chances to make those key connections.

Why Network?



Get support: Through temping you will meet other temps, who can not only offer you support and perhaps friendship, but also advice based on their experiences.



Build your reputation: As more people learn about you and your good work, employers may be more eager to bring you on board or provide you with extra challenges that help further your career.



Create opportunities: Building a positive industry reputation could lead to future opportunities. Clients may want to keep you on for longer, or even offer you permanent internal positions.

How to Network as a Temp



Find out who's who: Before starting work, make a mental note of who's who – managers, site supervisors, key staff. These individuals could hold the key to opening up future opportunities, such as skills progression or request to OneStaff to take you on for internal permanent positions.



Learn people's names: Try to learn people's names. If you forget, just ask – better to find out now than wait a few weeks and have an awkward moment later.



Make conversation: Take an active interest in the people around you. Try not to talk too much about yourself, and instead, enquire about their lives too.



Meet people outside your team: To open up areas of future advancement, introduce yourself to people outside of your immediate team, in case those contacts become useful later.

3

Stay Open-Minded and Keep Learning

As we talked about earlier, working in temporary assignments is a fabulous way to encounter new methods of working, tools, systems and sometimes entirely new industries. As a temporary worker you'll frequently encounter chances to gain new qualifications, certifications and licenses, and build a CV full of on-the-job training in the fields that you enjoy. If you stay open-minded, there's a lot you can learn in this career.

Tips for Expanding Your Skillset



Seek out new opportunities: There are opportunities on every assignment. From new tools to gaining new skills and qualifications, ask around and show initiative – there are always chances to learn something new.



Ask questions: We talked about this before and will repeat it here – if you're ever unsure, ask. Sometimes temp work can be challenging and you'll encounter unfamiliar circumstances. In these situations, a few well-placed questions can see you through and show that you're keen to do a good job, and to learn more.



Ask for feedback: It's hard to improve without feedback. At the end of each assignment, see if you can book one-on-one time with your manager or recruiter as a feedback session. What did you do right, and what could you improve?

4

Put in the Effort

Even though your assignment is temporary, you should give it your all. Independent temps who put 110% into their work, show initiative and do a great job are a rare find, and employers always prefer these committed employees over those who don't seem to care about their job.

Tips for Showing You've Got the Right Attitude



Ask for more: If you finish your work early, talk to your manager about what else you can help with. This is a great chance to show your commitment and support for your team, or to learn a valuable future skill.



Go the extra mile: You don't always have to be first in and last out, but finding ways to go above and beyond is sure to set you apart. People will take notice of your quality and care.



Look for opportunities: As we described above, always keep an eye out for opportunities. It might be learning new skills, or it may just be jumping in to quickly help a struggling peer, but it all helps advance your career or expand your network in the end.



Under-promise, over-deliver: Employers tend to remember employees who over-promised on their work and couldn't follow through. When it comes to your time and skill, know your limits so you can always exceed expectations.



Take initiative: As you build your skills, you will increasingly be able to take initiative and pre-empt needing to be asked to do something. Of course, there is a right and wrong time to take the initiative, but keep an eye out for those key moments and, again, if you're ever unsure – ask!

5

Get Ready for Your Next Step

Temporary work is generally short term by its very nature, which means you'll need to be ready not just for this assignment, but for future assignments too. So, are you ready for what's next on the horizon?

Tips for Preparing Your Next Roles



Document your accomplishments: Whenever you achieve something important (i.e. gaining a new trade certificate, license, etc.), note it down. Achievements will look impressive on your CV, especially if you can back them up with numbers (i.e. timeframes, budget figures, etc.).



Keep track of your contacts: Who have you met and who might have future opportunities? Keep a diary of contacts so you don't forget potentially vital people in your network.



Stay in touch with your recruiter: Your OneStaff consultant is your best bet to stay in the industry and line up future work. Having a specialist in your corner can open a lot of doors outside of your network, so stay connected and work with them to secure your next assignment.

As you prepare to begin your first temp job, know that OneStaff is here to take care of you. We work hard to support our employees, from offering practical jobseeker advice and up-to-date market knowledge, all the way to supporting temp workers on each of their assignments. We'll regularly check up with you to make sure you're happy in your role and well-informed of your responsibilities, and to ensure the job is meeting your expectations.

Need further help with your first assignments? Contact your local branch today. [Click here to contact us](#) or call 0800 1STAFF.



Preparing for Your Assignment Checklist

| Task | Yes/No | Notes |
|--|--------|-------|
| Spoke to my OneStaff contact to understand the expectations of my assignment and responsibilities. | | |
| Completed Health & Safety Requirements. | | |
| Learned the key people in my next assignment. | | |
| Have my equipment ready including PPE and tools, where required. | | |
| Packed a healthy lunch, snacks and water for the day ahead. | | |
| Memorised the commute and have a plan to get to work 5-10 mins early. | | |
| Prepared a few talking points I can bring up on-site if I want to engage in conversation and feel nervous. | | |

Other Key Things to Remember

- ✔ Pay attention when people tell you important information (i.e. training and briefings)
- ✔ Learn people's names and try to meet interesting people outside of your immediate team.
- ✔ Always seek out new opportunities for training and development.
- ✔ Ask questions if you're ever uncertain.
- ✔ Give every job 110% and take initiative.
- ✔ Talk to your OneStaff contact if you need further help.

The logo features the word "OneStaff" in a bold, white, sans-serif font. The letter "O" is stylized as a white circle with a gap on the left side, creating a sense of motion or a partial circle. The background consists of several overlapping, semi-transparent dark grey circles of varying sizes, creating a layered, circular effect.

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