

Randstad Employment Tips

**Make the Most of Your
Temporary Assignments**

Success Tips for Flexible Talent



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A shift in thinking

Choosing a career made up of temporary assignments can be extremely rewarding, but for many people, it is a significant shift from a traditional career path. Because this work model often involves moving from one assignment to the next in short time periods, it requires you to define your own career success and take necessary steps to achieve your goals. Here are some tips and insights for helping you pursue a rewarding career as part of the temporary workforce.

First things first — choose the company that's right for you

An important first step in shaping a satisfying career in the temporary workforce is to choose a company who is committed to understanding your goals, finding assignments that are right for you and providing tools to ensure your success.

Communicate your expectations

Define your expectations ahead of time and be sure to communicate them to your agent so he/she can place you on assignments you'll find interesting, challenging and rewarding. The more information you provide up-front, the better job they can do making the right match.

Prepare for an assignment

Whether you're new to temporary work or a seasoned veteran, you'll find that a little preparation before an assignment will add to your self-confidence and professionalism. Before you arrive, be sure of the following:

- You understand the job thoroughly. If you are not clear on the role, or have questions about it, call your agent for clarification.
- You have a good idea of what the client expects. The more you know about the circumstances, the better you can respond.
- You have prepared a list of questions to ask the client on the first day. This will help you be effective as quickly as possible.

Get started on the right foot

Arrive 15 minutes early. Get directions from your agent and, if possible, make a "dry run" the day before to familiarize yourself with the assignment location and where to park, if you are driving. Look the part, show enthusiasm and be ready to hit the ground running!

Make a positive impact

Demonstrating a positive attitude and a willingness to jump right in is sure to get your assignment off on the right foot. To be successful over the long haul, however, be ready to handle the challenges that sometimes come with being an employee on a temporary assignment. Approach every assignment with high levels of commitment, enthusiasm and loyalty. Treat every job and company as if they are the most important of your career. Don't limit your contribution to duties and tasks. Most clients will also value your problem-solving abilities and the perspectives you've gained from working in different environments. Performing beyond expectations will surely gain respect from clients and help you reach new heights.

Respect the rules

Every company has policies on how employees are expected to conduct themselves. As an employee on a temporary assignment, it is your responsibility to know the client's rules and follow them.

Reward yourself

Your agent will provide recognition when appropriate but, more importantly, it will be up to you to reward—and challenge—yourself to ensure you continue growing to the next level. Give yourself credit by remembering that every job and every employee is important—otherwise, companies wouldn't invest precious resources in them. Approach each assignment knowing you were chosen because the client believes you can make a positive contribution to the company's success.

What to do when your assignment's complete

The end of one assignment often opens the door to another new opportunity. Connect with your agent immediately to line up a new assignment as soon as you learn the current one is ending. Explore assignment opportunities that will give you a chance to learn new skills. Update your resume at the end of each assignment. Documenting new skills and experiences will keep your confidence level high. Set personal goals related to the assignment and find ways to reward yourself for reaching certain milestones.

The only constant is change. Temporary assignments require an ability to manage change and “go with the flow”—if you are flexible and open to new people, ideas and situations, you'll be a prized asset in the contingent work world.

About us

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