

## **Candidate Etiquette for Temporary Workers**

Once you have registered with us, and we understand what types of roles you are looking for, we will call you with any suitable positions. There is no obligation to accept the first role offered, and we would rather you tell us if you have any concerns. Once you have accepted a position, you are expected to commit to it for the entire duration specified. Before you begin an assignment, we will ensure that you are fully briefed on the role, duties, company background, and any other relevant information. To allow your assignment to run smoothly, we would recommend that you adhere to the following:

### **Checking In**

It's very important for us to know how you are getting on in your assignment, so please keep in touch and raise any issues as soon as possible. Similarly if we become aware of any issues, we will also make you aware as soon as we can. We will contact you on your first day to check all is well and remain in contact for the duration of your assignments.

### **Time Keeping/Sickness**

Be punctual. If you are held up, or unable to get to work due to sickness, you must contact Signature at least 30 minutes BEFORE your start time, so that the client can be alerted, and alternative arrangements can be made, if necessary.

Please arrange any personal appointments or interviews, outside standard working hours, unless discussed and agreed by your consultant or the client.

### **Dress Code**

Please respect company dress code. We recommend smart business attire (suit and shirt) and minimal jewellery, unless otherwise advised. If unsure, dress conservatively on your first day.

### **Telephone and Internet Use**

All mobile phones must be switched off during business hours. Use of client telephones, internet, e-mail, faxes, photocopying, and franking facilities are not to be used for your own personal use, unless authorised by your line manager.

During an assignment it is important that you provide us with your direct line and/or work email address so that we can keep in touch with you.

### **Timesheets**

Timesheets are your responsibility, and these must be emailed to the office no later than 12 noon Monday. Should you miss this deadline, you will receive your pay the following Friday. (You are paid a week in arrears).

### **Notice**

If you wish to resign from your assignment, you are required to provide Signature with a minimum of 5 working days' notice.