



SUPERTEMPS

'YOUR FUTURE . . . OUR BUSINESS'

NEWS AND
VIEWS FROM
SUPERTEMPS



Temptimes

Issue 6, October 2006

Welcome to the Autumn / Winter Temptimes. In this edition we will be giving you feedback on the questionnaires you filled out, an update on new legislation and some other interesting facts that you might not have known about Supertemps!

AGE DISCRIMINATION

October 1st 2006 saw the introduction of new Age Discrimination legislation. At Supertemps we have always been proud of the fact that we discriminate on no grounds whatsoever but the onus does remain on us to prove this if the need arises.

To comply with this new legislation we have reviewed and amended our policies as necessary, altered some of our standard forms and trained all staff in what is acceptable and unacceptable behaviour.

As we have also signed up to the REC Diversity Pledge we hope to begin monitoring applications in the near future to ensure that we are attracting candidates from right across the board.

If you would like any more information on the steps we are taking to embrace diversity then please e-mail: diversity@supertemps.co.uk

Questionnaire Results

Thank you to all of you who completed our recent questionnaire. This has given us the opportunity to see where we need to improve, what we are doing well and to obtain any other feedback you have.

On the whole we were very pleased with the feedback gained and the fact that most temps engaged through Supertemps will (and have already) recommended our services to friends and family is fantastic.

Also we listened to your suggestions and as a result have honed our recruitment / interview procedures accordingly.

We will be continuing to assess our service over the next few months and will keep you posted about future changes.

Thanks again—your comments have made a difference.

Did you know?

- The first temporary position to be put to Supertemps was the last minute typing of a poet's manuscript back in 1980. Three ladies sat up all night producing this on manual typewriters!
- Some of our more unusual clients/placements over the years have included an animal acting agency, a piggery pottery, a crossword compiler and planting trees in the back and beyond.

Super student scheme

Once again our Super Student scheme has proven very successful this year. Assignments have ranged from putting boards up in schools, sign making and general administration

Employment Means Positive Lifestyle Opportunities Yet Maximises Every Natural Talent

FAQs

Very often we have temps asking us questions relating to Supertemps, so we thought we'd answer these in a way that everyone can see.

Who are our biggest clients?

Local Councils

Private Companies

Housing Associations

IT Specialists

Emergency Services

Solicitors & many more!

How do holidays work?

Every full week you work with Supertemps you will accrue 0.471 days holiday, which means if you work a full year with us you will accrue 20 days holiday (this includes bank holidays). You can take any days that have been accrued at any time, all you need to do is inform us in the office and also agree the time off with the client you are working for at the time.

How do I complete timesheets?

Hours worked need to be recorded on a timesheet on a weekly basis. You need to ensure that your name, the Clients name and the hours worked, both in the morning and the afternoon, are set out clearly on your timesheet. You will also need to deduct any breaks that you have taken. Timesheet procedures are covered clearly in the "Tips for Temps" leaflet which you are issued on commencement of your first assignment. Please remember that it is your responsibility to get your timesheets authorised. Payment for unauthorised timesheets may be delayed.

What roles come up at Supertemps?

The positions that we commonly deal with (on both a temporary and permanent basis) are -

- Office – Administrators / Receptionists / Secretaries
- Accounts personnel
- Drivers
- Manual workers
- Catering staff – Chefs, Restaurant + Bar staff and Kitchen Assistants



VACANCY HOTSPOT!

Current positions we are desperately looking to fill—

- **Indexing Assistant, Deeside** FT hours. Cross referencing manual files + scanning documents. MS Office and OCR scanning knowledge required. £6min + holiday pay. Temporary.
- **Administrator, Llanfairfechan** Welsh speaking + minute taking. Full-time hours, ongoing, busy administration role. £6.00 per hour + holiday pay.
- **Pastry Chef, Llandudno** FT hours, although on split shifts. Overseeing the preparation and service of all baked goods, including speciality goods. Permanent with excellent salary.

Do you know anyone who is looking for immediate work? If so please ask them to contact us ASAP.

Recruitment Day, Bangor

We are going to be in the job centre in Bangor on the 6th November 2006, recruiting temporary and permanent personnel.

If you know of anyone seeking work in this area, please get them to call us and register before this date so that we can set up an interview.