

Introduction and Tips for Temping with Anderson Hoare

- Please allow extra time on your first day of your assignment. Punctuality is very important for all bookings. If you are going to be late, please ensure you ring the office on 020 7824 8821 and/or the client to let them know.
- If in doubt, it is better to arrive fully suited and booted for all temporary assignments. You can test the waters on your first day and dress accordingly. General rule is if on reception, always be immaculate! Corporate – suit. Media – more relaxed.
- **Please turn off Mobile Phones** during an Assignment. Chatting on Mobiles really annoys clients! If you do want to use their phone for a phone call that can not wait, please ensure you ask the relevant person first.
- Sickness. If you are ill, please do call our office on 020 7824 8821 before 9.00am and if possible the client.
- Timesheets. Please photocopy the attached timesheet onto **Company Headed paper** where you are temping. Fill in the relevant hours and ensure that the timesheet is signed and printed by your line manager and leave a copy with them. Then fax a copy to our offices on 020 7730 2700 either at the end of the assignment or at the end of play on Friday p.m.
- National Insurance and Bank Details. If you are new with Anderson Hoare, please ensure that you have filled in a P46 with full updated details including NI number and filled a bank form. If you do not have a NI number, you need to contact your local job centre. Look at www.jobcentreplus.gov.uk then click on 'Find Nearest Office' and make an appointment and they will do quick interview and sort N.I..

We would like to remind you all that you make up part of the success of Anderson Hoare and we would like to thank you for all your hard work. WE give you FULL support for every booking you undertake and in return we expect 100% commitment from you!