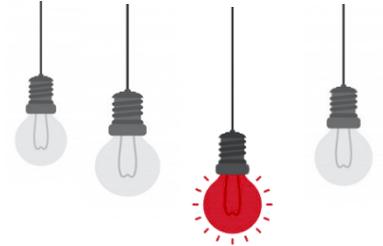


The Do's and Don'ts When Hiring Temps!



A quick summary...

Did you know that employing temporary workers can be highly advantageous to your business? Temp workers can boost productivity and efficiency, unburden any potentially overworked staff, help bring in specialised skills and also fill in for any temporary vacancies during cases of both expected and unexpected absences.

Whilst there are plenty of benefits to hiring temporary workers, there's also a right way and a wrong way to go about it!

From not doing due diligence during the screening process, to treating temporary workers differently than your full-time staff, there are a number of mistakes that can lead to a less-than-ideal experience for all.

- What should you be thinking about?
 - The process
 - Advantages of hiring temporary employers
 - Hiring temps – what you should DO!
 - Hiring temps – what you should NOT DO!

The Process

When hiring temporary workers, it's important to prepare a job description and person specification for the job role carefully; making sure you think about the role or roles that need filling and the main tasks and responsibilities.

Think about the experience, knowledge, skills and qualifications you require from the temp that will be stepping in, whilst also considering which are desirable and which are essential.



First up, what are the benefits?

There are always going to be times when permanent positions are open and roles need to be filled however, businesses may find themselves in need of quick cover in unexpected cases of sickness, absence or just particularly busy periods. This is where the trusty replacement, the temporary employee, comes in!



A temporary or fixed-term professional may be exactly what your organisation needs to stay on track and get ahead.

The benefits of temps

If you are looking to hire temps for long or short-term work, there are plenty of strategic advantages worth considering if you're thinking about jumping on board with temporary recruitment.

EFFICIENCY

Temporary staff are very familiar with being in a mix of working environments, so short-term employees are able to quickly adapt their skills to learn their designated role and the etiquette of the business, without needing too much of a nudge in the right direction!

PERSPECTIVES

It's always encouraging to see new faces to connect with and sometimes it takes just one fresh perspective to positively change the way a business operates. Having worked in a multitude of businesses amongst a contrast of people, temps can bring along new knowledge and positive attitudes into a workplace and may even introduce wider perspectives and ideas your own team might have not yet considered.

FLEXIBILITY

Perhaps the most widely acknowledged quality of employing temps is that they're flexible. Having a temp or two on speed dial means you can respond quickly to any issues as they happen, meaning you're never left short of staff or business.

COST EFFECTIVENESS

Temporary employees are by definition a temporary solution. Typically paid on an hourly rate, short-term workers don't require an annual salary or the benefits and perks of a job, so hiring a temporary employee can be massively cost effective to both you and your business.

Do engage with a great Recruitment Agency

When you are looking to employ temporary workers, working with a recruitment agency can make the process easier than ever. At Root2 Recruit our highly trained and dedicated recruitment specialists meet, reference and assess all of our temporary candidates to get each client the right support when needed. We build a temp workforce in each of our specialist sectors and support employers from all areas of business, so regardless of the type of candidate you're after, Root2 Recruit have got you covered!

By working alongside a Recruitment Agency you'll save costs on advertising, testing and screening as the agency will be on the lookout for temporary staff best suited to your business needs. Also, the hiring process will run smoothly and much faster, as the recruitment agency will have put together a list of pre-screened and pre-approved candidates ready and waiting to get snatched up and do some temping!

Do consider cultural fit

Culture at work can be defined as a blend of the values, beliefs, taboos, symbols and rituals that all companies develop over time, but what is a 'cultural fit'?

Cultural fit means that employees' beliefs and behaviours fall in alignment with their employer's core values and company culture. You may think that cultural fit doesn't need to be considered when employing temporary workers, as they won't be around long enough for it to matter, but nothing could be further from the truth! Considering company culture can not only help you retain talented full-time employees, but also attract and keep part-time, temporary and seasonal hires. By creating a positive place of work that is enjoyable for all, strong standards of work will be kept steady and consistent!

Do consider temps' qualities

It is important to remember that not all temps will possess the same skills or personal attributes. When employing temporary workers, you face the same hiring risks as with permanent, full-time workers. Regardless of whether its long or short-term, hire the wrong candidate and you'll face the consequences!

Great temps are punctual, self-starters, independent and they're quick learners—there's usually little to no time for training. Whether you're recruiting yourself or receiving the assistance of a recruitment agency, make sure to look for these characteristics in your candidates. This will increase your chances of hiring top temp talent and avoiding unreliable temporary staff.

Don't wait until the last minute

Whether you're handling the recruitment process alone or with the help of a staffing agency, it's important to try and anticipate your staffing needs ahead of time, so don't wait until the last minute to find replacements!

Getting yourself ahead of the game will ensure that you have enough time to screen and test candidates so you can narrow down your search and find the perfect long or short-term fit for the position.

At Root2 Recruit we use our quick and easy Applicant Tracking System to carefully assess and analyse which candidates are best suited to various different roles. Our dedicated Account Managers are also always around to help each and every one of our clients find exactly the kind of people they are seeking to best suit their business needs!

Don't treat temps as expendables

Although temporary workers might only be at your workplace for a short time, that doesn't mean they shouldn't be treated any different to the rest of your team.

Do your very best to create a welcoming and positive working environment to help temps feel needed and respected, whilst also demonstrating your appreciation for their hard work.

Don't offer a full-time role you can't guarantee

It might be all too tempting to offer a full-time role to a temp that performs well and fits in well with your business culture, but don't get too ahead of yourself and offer a permanent role if it's something you can't guarantee.

Though many temps enjoy flexible, temporary work and aren't necessarily interested in full-time positions, some may be actively looking for permanent employment, so making false promises will only cause disappointment later down the line and could possibly harm you and your business

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