



The Royal Treatment

Tips for Windsor Temps

Here at Windsor Recruitment we have the reputation for only having the best temps working for us. We have achieved this reputation by adhering to the following few pointers.

- 1. Turn off all mobile phones**
At no time on a temporary assignment through Windsor Recruitment are you permitted to have your mobile phone switched on. If you are expecting an urgent call get the person to call your consultant who will be able to contact you at any time throughout the day – at no time are you to receive calls from your mobile.
- 2. No personal phone calls during work hours**
At no time without the permission of your supervisor are you permitted to make personal calls throughout the day. Should you need to make a personal call please gain permission from your supervisor before making the call.
- 3. No personal e-mails**
E-mail/ Internet is a privilege for work use only and at no time should you be using it for personal use.
- 4. Check In with Supervisor**
Upon your arrival each day please check in with your supervisor. If you need to leave your workstation or the office for an extended period please notify your supervisor before hand.
- 5. Headphones**
At no time should you be listening to music during business hours. Please limit this to before or after work.
- 6. Interview Times**
Please schedule any interviews appointment either before or after work hours. Should you require time off for interviews please contact your consultant first.
- 7. Time Out/ Holidays or Sick Days**
Should at any time you require time off for holidays or sick days please contact Windsor Recruitment to arrange this on your behalf.
- 8. Dress Code**
Dress code is business attire including stockings and closed work shoes.
- 9. Timesheets**
Timesheets will be accepted no later than 9.00am Monday, any late timesheets will be paid the following week.
- 10. Personal Banking**
Personal banking details will be accepted no later than Friday for payment the following Tuesday. Any late details will be paid the following week.

