

Everything you need to know about being a 2nd City Resourcing Interim Candidate

Q&A

Q How do I get paid?

A It is usual for us employ interim/freelance/temporary candidates on either a pre agreed daily or hourly rate. This is paid weekly in arrears directly into your bank account providing your completed timesheet is with us no later than 5pm the following Monday.

Q What about tax?

A If you're PAYE, we will take responsibility for your tax and National Insurance deductions. If you are a LTD company then you should be aware of your own tax responsibilities. LTD candidates must be able to provide us with liability and indemnity insurance as well as your registration number.

Q What happens if I forget to submit my timesheet?

A Simply resubmit it the following week. To enable us to balance our cash flow it helps us enormously to pay and invoice weekly so please try not to store your timesheets up.

Q Should I be a Limited Company?

A We do not advise this unless you are looking at interim work as a permanent career.

Q I'm self employed. Will this cause problems?

A There are certain tax implications on recruitment companies payrolling self employed companies. If you want to retain your self employed status we are able to pay you through an umbrella company called Bar 2.

Q Will my career prospects be affected by taking a interim or temporary position?

A Not at all, many employers see interims as a valuable asset within their organisation and understand how they can contribute effectively to the business. It is more beneficial to be developing either your skills, experience or knowledge in another organisation rather than not working.

Q What does Working Time Regulations mean to me?

A The DTI introduced Working Time Regulations (WTR) to allow all temporary workers to a holiday entitlement provision. This can be translated into paid leave or a premium on top of your basic rate.

The minimum statutory annual leave from 1st October 2007 has increased to 24 days for full-time workers. As advised by the DTI this is calculated at 10.17% (as of 1st October 2007) on top of your basic pay rate.

From 1st April 2009 the minimum annual leave will be increased to 28 days for full-time workers

Working Time Regulations also govern the amount of hours you can work per week. Should you regularly be working in excess of 48 hours (over a 13 week period) then it is advisable that you "opt out". This is explained in your Contract For Services.

Q What happens if I ideally want a permanent position? Can I go for interviews?

A 2nd City Resourcing prides itself on providing professional interim candidates.

Whilst you may see a interim post as a stopgap often the employer will see you as being business critical to them. Quite often if you are covering for maternity leave or a special project it is essential the client receives continuity for the duration of the assignment. Your consultant will discuss the possibilities with you prior to commencing the assignment. If you truly feel you cannot provide the level of commitment required it may be beneficial for you to concentrate on seeking permanent employment.

Q How do I secure my next interim assignment?

A By working with 2nd City Resourcing. Usually 3 months towards the end of an assignment is the best time to start hunting again as it can take a while to secure a new post. 3 months will allow time for 1st and possibly 2nd stage interviews as well as any notice period.

Q How to I tackle attending interviews whilst on assignment?

A Once your assignment is drawing to conclusion it is worth being honest with your temporary employer. Provide the adequate notice to attend interview. Usually 1 or 2 days is enough cover and if you arrange them early or later in the evening it minimises inconvenience.

Q What happens if the temporary employer offers me a permanent position?

A Congratulations! In our experience 80% of interim candidates stay on assignment longer than expected or are offered permanent employment as a result. This is usually as a result of your hard work, willingness to help where required, delivery results or display the attitude they are looking for.

Q What happens if they offer me a permanent position and I don't want it?

A Honesty is always the best policy. If you are unsure about how to broach the subject with your employer, talk to us and we will advise you on the best way to handle it.

Q How do I get a reference?

A This can be a tricky area. Some employers are only able to confirm dates of employment for permanent staff and whilst you work for us we cannot assess the quality of your work on a daily basis. We tackle this by asking each client to complete an assignment reference. We can keep this on file to provide to new employers where required.