



www.unitemps.com

OPERATED UNDER FRANCHISE BY



WORKING WITH UNITEMPS

WHY CHOOSE UNITEMPS?

Unitemps is a recruitment service which helps thousands of people every year to find work. Through our office network, we provide exciting opportunities with leading businesses. Unlike other recruitment businesses, we are entirely university owned and operate out of numerous universities across Australia and the UK.

ETHOS

We endeavour to deliver a professional and reliable service whilst maintaining the high ethical standards of the Higher Education sector. So, what difference does it make that Unitemps is university owned? The difference is that Unitemps recruitment staff are not paid on commission. They are focused on providing an excellent service rather than hitting unrealistic sales targets.

WORK

Unitemps is a leading supplier of temporary staff to the Higher Education sector. Beyond that we supply temporary staff to a wide range of sectors and businesses covering everything from accountancy and finance, to catering, disability support, retail and IT. To view all of our current vacancies, go to: www.unitemps.com

**ETHICAL.
QUALITY.
COMMUNITY.**



WORKING WITH US

When you are working through Unitemps you are representing us and we rely upon you to project a positive and professional image. To help us maintain good relationships with employers, we expect you to:

- Only apply for assignments for which you have the necessary skills and are able to comply with the working hours and duration of the job.
- Be prompt and punctual for interviews and notify us if you are unable to attend.
- Let us and the organisation you are working for know as soon as possible if you are going to be absent from work or late for any reason.
- If you know that you have any coursework deadlines or exam revision that will prevent you from completing required working hours, please do not accept work assignments during these periods.
- Maintain confidentiality of any information or records that you see during your work.
- Let us know immediately if you encounter any problems within the workplace with regard to harassment, bullying or discrimination.
- Keep your profile on the Unitemps website up-to-date. If we are unable to contact you we will not be able to find you work.
- Inform us if you forget your login details and we can email these to you. Please do not register again as this can cause problems on our system.

Unitemps reserves the right to remove from its register any persons who behave in such a way as to damage our reputation with our partner universities or with our commercial clients.



UNITEMPS AT GRIFFITH

Unitemps at Griffith operates from two offices: one located at our Nathan campus in Brisbane and the other at our Gold Coast campus. Students from all campuses have the opportunity to apply for work in a broad variety of locations, roles and business sectors.

Unitemps offers a wide range of work opportunities throughout the year, giving you complete flexibility to choose assignments that suit your skills, availability and career goals. Whether you are looking for an on-campus temporary position to help fund your studies, or a part-time role with a local business to add to your work experience, please contact us.

As the team at Unitemps Griffith are a part of the Careers and Employment Service, they understand students' needs for flexible working hours and quality working conditions. They are experienced recruiters, available throughout the year to provide you with the best service possible.

To find out more about Unitemps at Griffith please visit the Unitemps website:

www.unitemps.com



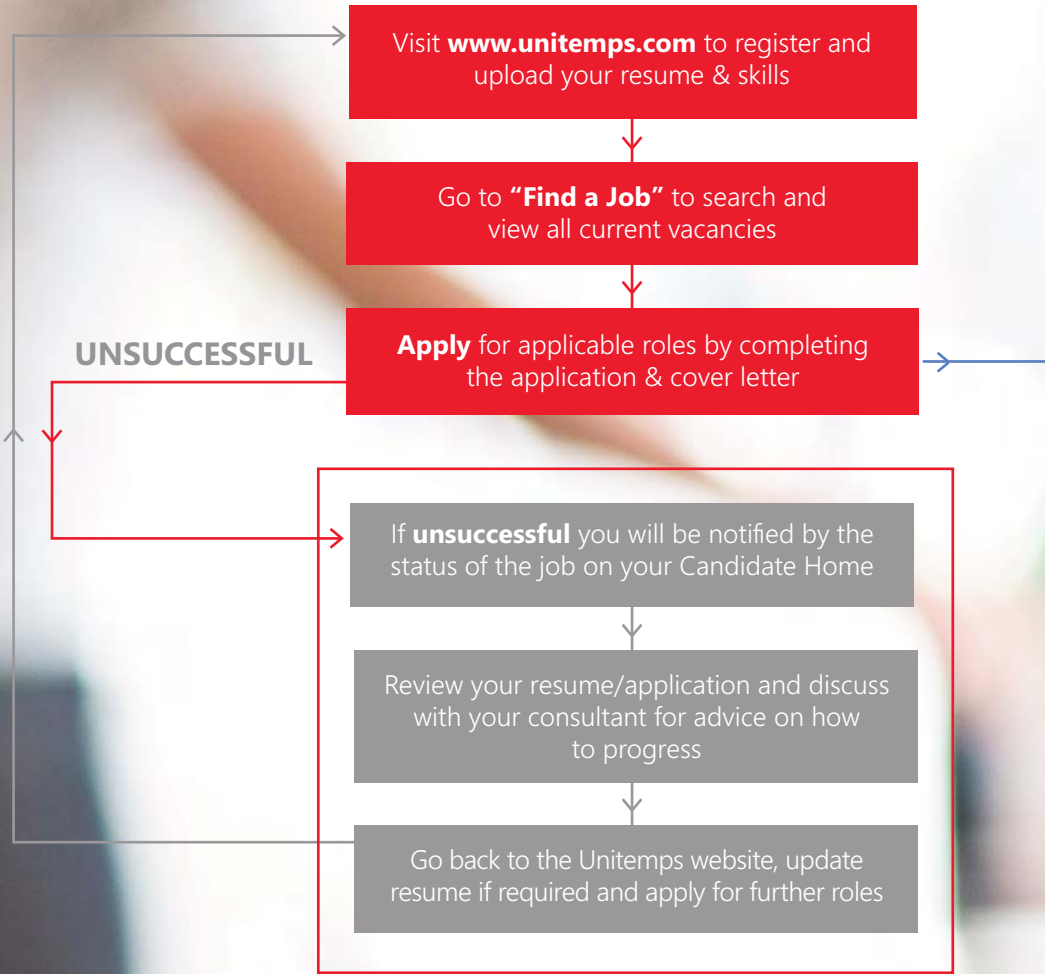
WHAT CAN UNITEMPS GRIFFITH OFFER YOU?

- Huge range of roles
- Jobs on and off campus
- Flexible work
- Ethical pay rates
- Valuable workplace experience

**PART-TIME
CASUAL
TEMPORARY**



CANDIDATE JOURNEY



Only apply for roles if you have the requested skills and experience

SUCCESSFUL

If **successful** your Unitemps consultant will contact you via email/phone

If you are shortlisted for a position, your consultant will contact you to arrange a meeting

Once you have been **booked** into an assignment you will receive a confirmation email containing all required information

Make sure you **attend** your assignment on time. Make sure you have confirmed all details with your Unitemps Consultant

Visit unitemps.com to **submit your timesheet** each week

Ensure you have completed your Unitemps Griffith 'onboarding' tasks



A strong, tailored cover letter is what will set you apart from the other applicants

GIVE YOURSELF THE BEST CHANCE OF GETTING A JOB!

When it comes to seeking employment it's important to be prepared. Griffith's Careers and Employment Service can help you with:

- Writing a winning resume
- Application letters
- Addressing selection criteria
- Preparing for interviews
- Appointments with our Career Consultants

You can access all our resources and services at: www.griffith.edu.au/careers and connect with us on social media for all the latest job search tips and information.

CONNECT WITH GRIFFITH CAREERS

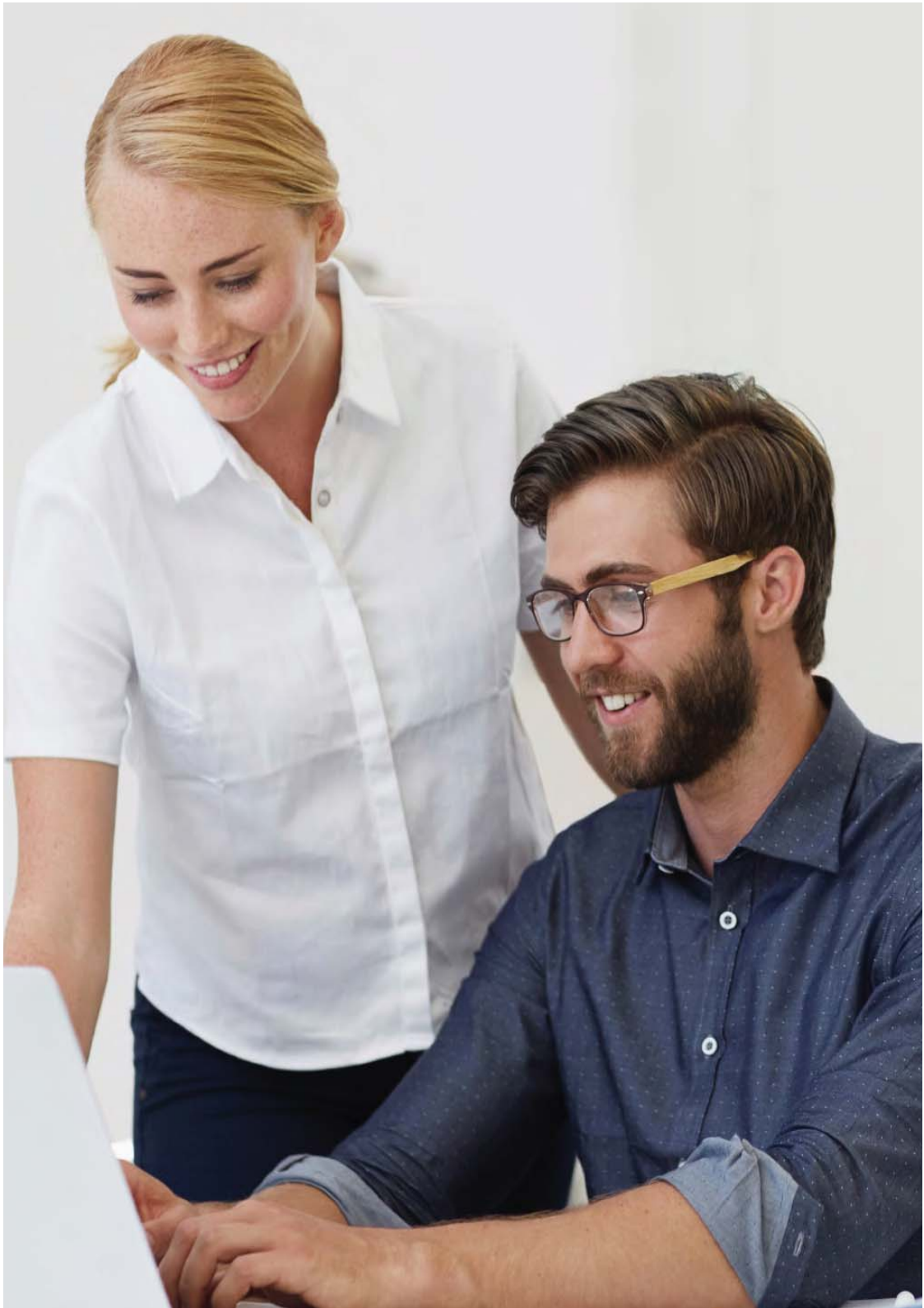


All employers recruiting through Unitemps Griffith must adhere to Australian Fair Work legislation and guidelines: www.fairwork.gov.au

Griffith University is a proud member of the Recruitment and Consultant Service Association (RCSA) Australia and New Zealand.

We are committed to inclusion, diversity and equal opportunity.





FAQS

I CAN'T MAKE IT INTO THE OFFICE, CAN SOMEONE ELSE BRING IN MY ID?

No. In order to complete your eligibility to work check we must see you in person with your ID.

CAN I USE UNITEMPS AS A REFERENCE?

We are able to provide confirmation of employment dates and roles. Due to the nature of Unitemps, we are unable to provide personal or work references.

HOW CAN I UPDATE MY PERSONAL DETAILS WITH UNITEMPS?

If you need to change personal details with Unitemps please phone either:

NATHAN - 07 3735 7099

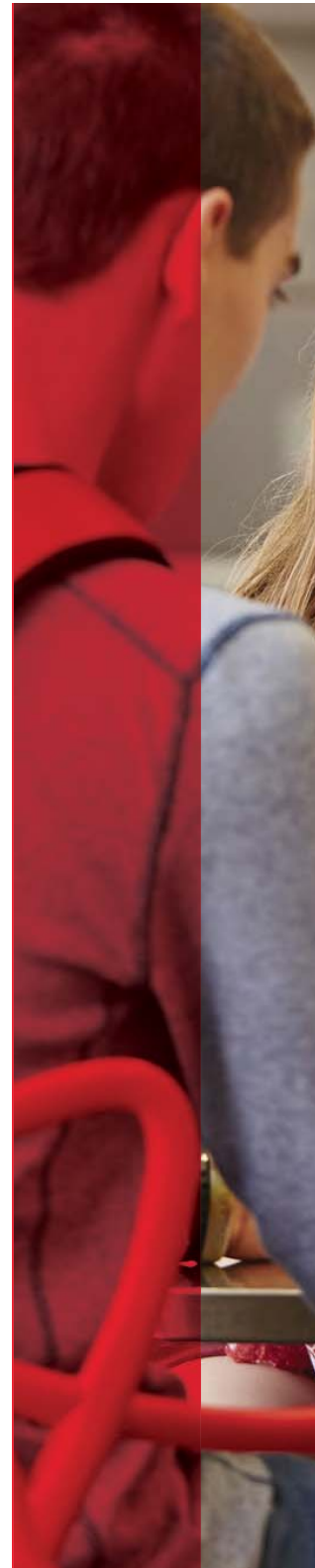
or GOLD COAST - 07 5552 7152

Alternatively, you may email unitemps@griffith.edu.au

HOW DO I SUBMIT A TIMESHEET?

Make sure you submit your timesheet on a weekly basis by logging onto your Candidate Home via My Unitemps through the Unitemps website www.unitemps.com

More information about our policies can be found in the Information Hub after logging in to the Candidate Home

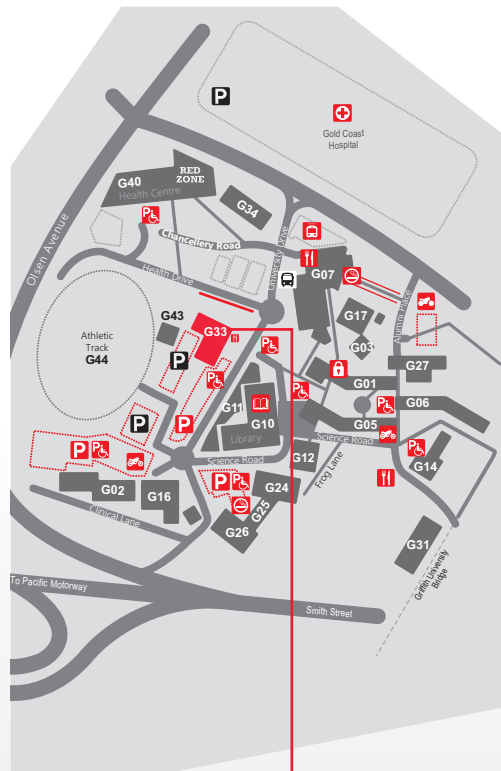
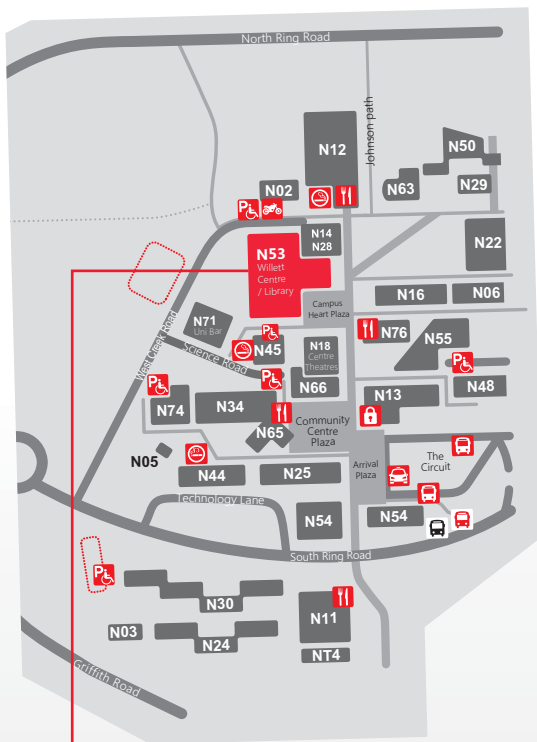






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NATHAN OFFICE

Willett Centre N53, 170 Kessels Road, Nathan, QLD, 4111

07 3735 7099

unitemps@griffith.edu.au

GOLD COAST OFFICE

Student Centre G33, Parklands Drive, Southport, QLD, 4222

07 5552 7152

unitemps@griffith.edu.au

OFFICE HOURS Monday to Friday 9am - 5pm