



# Unitemps Newsletter

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University of Warwick  
2021: Issue 2





## Ready for a new academic year

I can't quite believe we are at the start of another academic year! After a challenging 18 months, we are looking forward to welcoming students back on to campus and working with candidates to secure them the perfect role.

This year promises to be an exciting one, with Unitemps recruiting for several major events, including the Commonwealth Games in 2022. Are you looking to be part of such prestigious events? Log into your **candidate account** and sign up for job alerts now to make sure you are kept up to date with vacancies for these events when they become available!

As usual, your feedback is important to us so please let us know if there is anything you would like to see in future editions.

**Lorna Bytheway, Recruitment Services Director**

[Take the survey](#)

## Enter the Commonwealth Games ticket ballot

The main ballot to apply for tickets for the Commonwealth Games is open until 30 September 2021. The Games, taking place in Birmingham in 2022, will see 11 days of 19 different sports come to the city. Tickets start from £8 for under 16s and £15 for adults. There will be tickets available for every session of the Games, including medal sessions and Opening and Closing Ceremonies!

[Enter the ballot](#)



## Find everything you need on the Unitemps website

Do you need extra help with submitting your timesheets, or are you unsure how to request holiday pay? Perhaps you're looking for advice on how to write a high-quality CV or make sure your cover letter stands out. The Unitemps website has got you covered! Here are the main areas of the website you will need.

### Information hub

This part of the site lists all the practical information you need, from guidance on right to work and visa checks, through to timesheet deadlines and accessing your payslips. Head to the **information hub** and select your branch.

### Career advice

Our **career advice articles** provide tips on how to excel at various points in your career. Whether you want to know how to write a cover letter, what questions to ask at the end of an interview or guidance on career progression – there's something for everyone.

### Find your branch

If you still can't find what you're looking for, our friendly team is always happy to help. **Find your branch** and contact them via email or phone.



## Unitemps achieves certification against ISO 9001 Quality Management Systems

We are proud to announce that we have been certified against ISO 9001:2015 Quality Management Systems for our recruitment services.

The certification demonstrates that we meet the needs of our customers through an effective quality management system and shows our ongoing commitment to improving our recruitment services.

[Read more](#)


## Looking after your wellbeing while working and studying

With both World Mental Health Day and National Work Life Week taking place during October, we wanted to share a few things you can do to stay on top of your wellbeing throughout your time at university.

### Create a schedule

Make a note of deadlines, when you have to be at university, the days you are at work and anything else important. This will give you an overview of what needs to be done and by when and how much free time you have for activities that are separate to studying or working. Plus, it will reduce the risk of a surprise deadline you had forgotten about!

### Make time for socialising

When you look back at university, you'll remember the good times, not how many hours you spent in the library. So set time aside to see your friends and family or take part in something that isn't work-related.

### Do your 'life admin'

Regular food shops, washing your clothes and keeping your room tidy may not seem important, but you'll be glad you kept on top of them when you have a busy week at work or a lot of deadlines coming up.

## Events and activities



## Warwick Arts Centre is back!

The Warwick Arts Centre has reopened and is bringing a range of exciting theatre performances, exhibitions, live music and comedy to the University over the next few months. Take a look at what's going to be showing at its brand new cinemas, theatre spaces, concert hall and gallery!

[Read more](#)


## Coventry City of Culture celebrations

Don't forget that there is still plenty of time to see what Coventry's City of Culture celebrations have to offer! From comedy, theatre and music, through to panel talks and workshops, there are many ways to discover Coventry's history and culture.

[Read more](#)



## New contracts in the care sector

We are pleased to announce contracts with National Care Group, First Care and RE:SILIENT.

These new partnerships will enable us to offer a variety of roles within the care industry. National Care Group and First Care will provide candidates with the opportunity to get involved in health and social care services, and RE:SILIENT is a subsidiary of RE:ACT charity, which uses its experience in emergency and crisis response to support businesses in dealing with events like COVID-19.

If you are interested in gaining experience within the care sector, be the first to hear about the new roles by logging in to your **candidate account** and opting in to receive our job alerts.

## Follow us on social media

Keep up to date with all things Unitemps by following us on social media!

It's a good way to find out about job opportunities, get career advice and receive other news and updates.

Find us on Facebook, Twitter, LinkedIn and Instagram.



Follow us on Facebook



Follow us on Twitter



Follow us on LinkedIn



Follow us on Instagram

## Improve your presentation skills

Are you someone who feels nervous at the thought of presenting in front of a room full of people? Whether it's as part your studies or in your job, there may likely come a time when you are asked to speak publicly. We have put together a list of tips that you can use to deliver a successful presentation without your nerves getting the better of you.

[Read more](#)

## Practical tips for career progression

Career progression is an important thing for everyone to have in mind. No matter how new you are to a job, having a goal that you can work towards is a great way to stay motivated. If you have an idea of where you'd like to be in a few years' time but aren't sure how to get there, our article has advice on what you can do now to support your future career.

[Read more](#)





## The best questions to ask at the end of an interview

One of the final questions you'll be asked in an interview is whether you have any questions for the panel. This provides a great opportunity for you to clarify anything from the job description and build a rapport with the interviewers.

To help you get the most out of this, our article highlights topic areas that your questions could focus on and includes a selection of pre-prepared questions

[Read more](#)

## Candidate spotlight: Diana Hoholea

During the COVID-19 pandemic, Diana stepped up to help with the UK's efforts to deal with the virus. Starting on a temporary contract at Worcestershire County Council, she worked packing lateral flow tests and personal protective equipment (PPE).

Diana's hard work saw her receive a recommendation to begin working in the testing centre, where she eventually went on to become a team leader. After the closure of the testing centre she was working at, she went on to become part of the team at one of the largest testing centres in the area and has received wonderful praise from her employer for her efforts.

Diana has been encouraged by how supportive the Unitemps team is: "The culture is very engaging and nurturing. It's a friendly environment which allows you to grow and develop your skills. What do I like the most about it? The people! I have felt very welcomed since day one and the support of all the people involved was incredible."



## Updates and reminders

### Timesheets

The timesheet deadlines for the next two months are 11 October 2021 and 8 November 2021. If you need to submit a timesheet for December, the deadline is still to be confirmed, so please keep an eye on the information hub for your branch.

[Information hub](#)

### Outstanding holiday pay

Holiday pay is an additional pay rate to your standard wage that is available to claim when you take annual leave through the Unitemps website. You can request holiday pay on your Unitemps account. The deadline will be the same date as your timesheet submissions.

[Request holiday pay](#)

### Event vacancies

Candidates will have the chance to play a role in some exciting events coming up, including the Commonwealth Games. If you would like the opportunity to get involved in these events, then make sure you keep an eye on our events job listings.

[Job listings](#)