



Unitemps Newsletter

University of Warwick
2021: Issue 1



Welcome to our first newsletter!

Here at Unitemps, we are always looking for ways to improve our services for candidates. One of the areas that we are particularly keen to improve is the level of communication and support provided to our network.

With this in mind, we would like to welcome you to the first edition of our newsletter. Published three times each year, we aim to provide job seeking tips, information on new contracts and insights from our community.

As a new initiative, your feedback is incredibly important to us. If you can, please take a few minutes to fill in our readership survey. Your contributions will allow us to develop new content and share the most helpful information.

Lorna Bytheway, Recruitment Services Director

[Take the survey](#)

Register for UK City of Culture 2021 events

With Coventry's launch event just around the corner, it's time to find out how you can participate in this year's exciting programme of events. As a Principal Partner, the University of Warwick is supporting a number of initiatives across the West Midlands, including festivals, roadshows and research projects!

Visit the University's website to learn more and register today.

[Read more](#)



Regional recognition for reducing COVID-19

Unitemps at the University of Warwick has received high praise from Worcestershire County Council for its role in reducing the spread of COVID-19 across the West Midlands.

Through the rapid deployment of temporary staff across multiple lateral flow testing sites, Unitemps has made a tangible impact on reducing the spread of COVID-19 in the local area.

The Council's Director of Public Health, Dr Kathryn Cobain, personally thanked Unitemps for the support, partnership and collaboration provided at this crucial time in the battle against the virus. Most notably, Dr Cobain recognised the efforts of Andrea Skelly, Business Development Manager, for recruiting an operational workforce within just 24 hours.

In turn, Andrea is keen to acknowledge the willingness, flexibility and expertise of the temporary workers recruited for these assignments. It simply wouldn't have been possible to make contributions as significant as these without them.

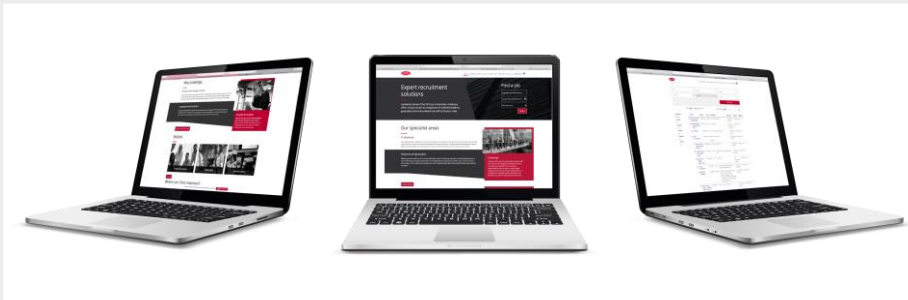
[Read more](#)

New partnership with Warwickshire County Council

We are pleased to share that Unitemps has made a successful bid to join Warwickshire County Council's preferred suppliers list (second tier). This exciting partnership will allow us to promote a wide range of new job opportunities throughout Warwickshire.

The vacancies will cover many areas, from administration through to project management and event support. The contract types on offer will also vary; they may include temporary, permanent, graduate and internship opportunities, depending on the Council's operational needs.

Would you like to find out about the latest opportunities? Log in to your **candidate account** today and opt in to receive our job alerts.



Now live: visit our new website!

We are delighted to announce the launch of our new website! Following many months of planning and development, our redesigned website was released to the Unitemps community last month. We hope to provide a more user-friendly experience for candidates through improved navigation and information architecture.

To further enhance your experience as a Unitemps candidate, we have refreshed our dedicated information hub. This much-improved section provides tailored information for candidates who are working through Unitemps at the University of Warwick or Millennium Point, Birmingham.

From filling in timesheets through to joining a pension scheme or claiming holiday pay, this practical section includes the answers to all of our frequently asked questions.

Furthermore, the team has produced a new career advice support page to help you secure your next role. Whether it's interview guidance or application tips, we have a host of resources to meet candidates' job seeking needs.

Emma Johnson, Marketing Manager, commented:

'The new Unitemps website aims to provide you with the content you need quickly, from guidance on virtual interviews through to the details of your next pay date. Our team is continually developing new content to support your career development. We hope you find the site useful and would welcome your feedback and suggestions.'

Interested? **Visit our website** to find out more and apply for your next role!

Career advice



15 home working tips

With the homeworking trend set to continue, it's more important than ever before to stay productive and manage your wellbeing effectively.

To help you achieve this, we have prepared 15 top-tips for feeling good and excelling at work, while working from home.

[Read more](#)

10 video interview tips

Would you like to impress the panel at your next video interview? This article explores how to adapt your technique to help you make a great first impression.

Our recommendations cover all aspects of interviewing, from your choice of location and clothing, through to body language and tone.

[Read more](#)

Right to work updates



Timesheet deadlines

University of Warwick and Birmingham

- May - 10/05/2021
- June - 14/06/2021
- July - 12/07/2021
- August - 16/08/2021
- September - 13/09/2021

Birmingham PAS and Disability Support

- May - 30/04/2021
- June - 28/05/2021
- July - 30/06/2021
- August - 30/07/2021
- September - 31/08/2021

For more information or to view additional dates for 2021, please visit our [candidate information hub](#).

Important changes to right to work checks

The government has announced two changes to the right to work check process for new starters. From Monday, 17 May 2021 right to work checks will again need to be conducted in person.

We can be found at the Student Opportunity Hub, Senate House, University of Warwick and Level Three, Millennium Point, Birmingham. Please email us to pre-book an appointment at least 48 hours before you are due to start your assignment.

After Wednesday, 30 June 2021 EEA Nationals will need to demonstrate their visa status under the Settlement Scheme to prove right to work. This can be done by getting a Share Code from the [government website](#) and giving this to a new employer. Irish nationals will continue to be able to prove right to work in the same way as now.

At this time, we do not believe either of these changes will require rechecks on existing roles. A new check will only be required for new starters or for temporary workers who have left the payroll and returned.

Reminder: Please remember that it is essential for Unitemps to carry out a right to work check before you do any work or training. As Unitemps is your employer this should be through your Unitemps Consultant.

If you leave the Unitemps payroll and wish to return, then you must have a new right to work check before restarting any work with us. If you are working under any visa restrictions, please make sure that you understand and follow these at all times.

Candidate spotlight: Introducing Mark Hatfield

Since December, Mark has worked through Unitemps as a Lateral Flow Testing Manager at Worcestershire County Council. Following a promotion early on, he soon became responsible for overseeing the Council's lateral flow testing initiatives, managing numerous testing sites across the County.

Having spent many years in the travel industry, followed by two years of working in industrial vending solutions, like many others, Mark found himself unemployed due to the COVID-19 outbreak. However, determined not to let the situation hold him back, he took the opportunity on short notice, joining Unitemps and pursuing a new role at the Council. Mark has more than demonstrated his aptitude for the role, and has since secured a fixed-term contract, enabling him to continue in a position that he truly enjoys.

Mark's top tip for job seekers is to remind them not to give up! There are jobs out there, and there are opportunities for enthusiastic people. Have a desire to learn, and be open minded about your next role.



Candidate spotlight: Introducing Anamika Tarafdar



Over the last few months Anamika has enjoyed working through Unitemps in her new role as an HR Administrator at the University of Warwick. Anamika first came across Unitemps more than five years ago, when a friend introduced her to the on-campus team shortly after relocating to the UK.

While Anamika found a job elsewhere initially, her circumstances have changed considerably over the last 12-15 months, following the exciting arrival of her daughter and the disruption caused by the COVID-19 pandemic. In response to these recent changes, Anamika sought the help of Unitemps team members, Jess and Nina, who listened carefully to her working requirements and found her a new home-based role with family-friendly hours.

Anamika truly enjoys working with her new team and feels very lucky to have found the role. Her advice for job seekers is to keep trying. While the disappointment of not securing a new job first time round is difficult, remember that you do have a lot to offer, and that there is a job out there for you!

Updates and reminders

New payslips portal

Unitemps has launched a secure online portal which enables candidates registered with Unitemps Warwick and Birmingham to access PDF versions of their payslips and PAYE documentation. You can now access your payslips digitally, on-the-go, wherever you are.

[Read more](#)

Homeworking tax relief

If you have to work from home on a regular basis, either for all or part of the week, then you may be eligible to claim tax relief for additional household costs. This includes if you have to work from home because of COVID-19. If you would like to find out more, please follow the link below to visit gov.uk

[Read more](#)

Wellbeing support

Lockdown has presented many different challenges over the last year. However, the easing of restrictions can present challenges of its own. To help with the transition, Mind has developed a dedicated website section, which provides mental health support as we emerge from lockdown.

[Read more](#)