



Lancaster
University



Making the most of a Temporary Contract

|
Alex Atkinson

Student Recruitment Officer- UK and
Europe

TEF

Gold

A UK top 10 university

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Accounting and Finance

Art

Biochemistry

Biology, Biological Sciences

Bioinformatics

Business

Communications

Computer Science

Design

Education

Engineering

Environmental and Earth Sciences

Film Studies

Foundation Year for Medicine and Surgery

Geography

History

Human Resources / Organisational Behaviour

Languages

Law

Management

English Literature / Creative Writing

Entrepreneurship

Environmental and Earth Sciences

Marketing

Mathematics and Statistics

Media and Cultural Studies

Medicine

Natural Sciences

Alex Atkinson

Business Studies

Graduated 2017

Bowland College

Shrewsbury



Lancaster University

The Times and Sunday Times
University of the Year 2018

My Journey...

It took me 3 contracts to be made a permanent member of staff

Started as a Recruitment Assistant in August 2017 on a 2 year contract.

In February 2019 I was offered a Acting-up Officer position until the end of my contract in June 2019.

In April 2019 I interviewed for the permanent placement of my role and was appointed.

Living the high life...

Ten top tips to bagging a permanent contract



1. Look for other roles

Most people become permanent with a new job, not their current

Don't think you're too inexperienced. Unless you try you never know

Don't feel obliged to stay in your current role



2. Go the extra mile

Volunteer for extra shifts

Offer to help other teams

If you see people struggling,
help

Offer to work the evenings and
weekends

A good attitude gets you
noticed

3. Learn a skill

Offer something that few others can.

Website editing, data management, online tools

Make yourself an asset

If you leave, then so does the skill...



4. Get a mentor

Shadow someone senior at the
University

Can give you new skills and build your
network

Can give career advice

A chance to develop outside of your
department

5. Be upfront and honest with your manager

Your manager is there to develop you,
not just to give you work

If you spot a job, let them know. If you
want to do something, let them know

If they don't know, they can't help!

Chances are, they were once in your
shoes...

6. Build your network

The more people you know, the more opportunities will arise

Opens the possibility of job recommendations

Builds rapport around the University, which will likely be fed back



7. Work to a high standard

Don't want to give any reason
not to make permanent

Stick to deadlines

If you need support, ask for it

Likely next step is a promotion.
Make sure you work for it



8. Professional development

Gain externally recognised qualifications

Make you more employable afterwards

Can be paid for by University

Stepping stone to next level

9. Don't rely on there being a job at the end

Whilst they may want/try to keep you, it's often not possible

Even if told there should be a job, keep looking

Budgets and circumstances change

Don't presume anything!



10. Don't get disheartened

You were hired for a reason,
because you were good.

Keep being you!



Finally, it does happen!



Cat Prill
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Cat Prill • 1st
Marketing Coordinator at Lancaster...
1w

My contract as Marketing Coordinator at Lancaster Uni has just been made permanent! I'm so chuffed. This job, and the people I collaborate with make it a joy to work hard. 🎉 [#marketing](#) [#highereducation](#)

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Good Luck with
your careers!
Any Questions?

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