

# How to Tackle **Your First Interim Assignment**



Taking on your first interim assignment is similar to starting a new job but with the knowledge that you will only be with that organization for a finite period of time. Consider this role as an important part of reaching your career goals, as the opportunities that can come from these interim roles are excellent.

Here are six tips for being successful in your first interim role:

1

**Keep an open mind.** You never know what new skills you will gain or new credential you will be able to add to your resume.

2

**Use the assignment as a resume builder.** What does this role offer that was not available to you in your past? Are there any large projects you tackled or crises you had to handle? If so, make sure to list them. Many potential employers are seeking to not only add expertise but also add someone who can have an immediate and actionable impact.

3

**Show you are a great team player and are invaluable to the group** and look for ways to integrate with your new group. Communication is key, so be thorough, efficient and responsive.

4

**Doing great work** in an interim role can many times lead to additional or more interesting opportunities within your current engagement. Don't hesitate to challenge yourself and sharpen some new skills!

5

**Build relationships.** Use this opportunity to expand your network with the organization's employees and clients.

6

**Act like this could become a permanent role because it could!** Giving the organization and your team your best effort could absolutely result in an offer, even if the position was not initially intended as such. When an organization sees incredible talent, they'll often want to keep you.