

Peak Temp Vacancy Instructions

You are now able to raise peak temp vacancies for your store. Please make sure vacancies are raised as soon as possible, the latest vacancies should be raised is by **Monday 25th September**.

Please make sure you follow the instructions below to ensure your vacancy can be approved first time. Not following the process will require you to re-raise the vacancy and will delay your recruitment process.

The process to raise:

- You need to raise your required vacancy/vacancies via TalentLink: <https://emea3.lumessetalentlink.com/>
- You must enter the following details in these key fields:
 - Contract Type: "Peak Temp"
 - Vacancy Reason: "Peak Uplift"
 - Hours (Vacancy number 1 contracted hours): Must be set as 8 (leave all other contract hour fields blank)
 - Number of heads (Number available) must be within the guided amount (see below) – on this occasion only you can enter above 3 heads – do not do this for permanent vacancies, it will cause the vacancy to require deletion.
- **Please check the above fields carefully – getting this wrong will require you to re-raise your vacancies and will delay your recruitment.**

Timescales:

- Vacancy requests will be reviewed and forwarded to HRSS within 24 hours – these will then be posted to the recruitment website by HRSS within 72 hours.

Peak Temp heads:

- For CPW SAS you can view the peak temp heads on the Workforce Management website using the new peak section located on the homepage.
- For CPW SWAS – no peak temp vacancies are required for SWAS>
- For Currys PC World store – you peak temp head guidance has been issued to your Regional Manager for distribution.

Your Talentlink login details:

- In CPW - Your 'Login' is your email address in the FirstName.LastName@DixonsCarphone.com format
- In Dixons – Your 'Login' is your store's duty manager email address

- If this is your first use of Talentlink your 'Password' will be set to 'talentlink'. This password is case sensitive – If it's not then your password will be whatever you have set it to be. If this doesn't work, click on the 'Forgot Password' link on the Talentlink login page. Enter the 'Company Name' (Dixons Carphone) and your email address.
- If your email address isn't recognised, or you don't receive an email, please contact the Recruitment Support Team on retailrecruitmentsupport@dixonscarphone.com or 0845 655 6899, they will reset this for you.

Queries:

- Queries around your peak temps should be directed to your Regional Manager in the first instance