

"When seeking help through a

temp agency ..."

1. Be sure to have a clear, concise resume. It is best when printed on white or cream-colored paper with black ink, using an easily recognizable font. Avoid using unique typefaces and/or graphical elements. Keep it basic. Also, should you choose to list an e-mail address as another means of contact, be sure to use a screen name that is appropriate for a professional environment.
2. Maintain a professional manner while speaking with a recruiter. If you do not agree with a recruiter's assessment of your skills, feel free to ask questions. NEVER BE CONFRONTATIONAL. Chances are if you are perceived as arrogant you will not hear from the agency again. We assume that the manner in which you conduct yourself during your interview at Choice, is the same type of behavior that will be displayed while working on an assignment.
3. While looking for employment, it is important to stay in touch with your counselor after your first meeting. Doing so will keep you fresh in their memory and shows your eagerness for finding work. If your counselor is not available at the time of your call you can leave your availability in a voice or e-mail.
4. Always treat receptionists and other administrative staff members with respect. Never get angry with the person answering the phone. Remember, recruiters make a living by putting people to work. If you have already met with a counselor and have left messages regarding your availability, you will be considered when your skill set matches an open position.

**YOU'VE
MADE
THE
RIGHT
CHOICE !!**

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*After Business hours
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**POLICIES AND
PROCEDURES FOR
TEMPS...**

***Choice is an equal opportunity
employer**

“While on assignment...”

Always dress in an appropriate businesslike manner unless otherwise instructed by the client representative.

- Remember that it is always best to overdress than to underdress.
- Familiarize yourself with the client profile. We suggest you access their web site and learn what they are about and “who’s who” in the company.

Allow extra travel time the first day of your new assignment so that you will arrive on time.

- Know the location of the client you are reporting to and map out your method of transportation. <http://www.hopstop.com> great travel aide.
- Know the name, position, and department of the individual you are reporting to.
- Be in the habit of carrying photo ID with you to ensure speedy entry.

If you are running late or unable to go in to your assignment CALL CHOICE and **not** the client company you are scheduled to work for.

- Do not wait until the office opens to report any problems.
- If you are aware of a problem and our office is not open yet, use our 24 hour emergency number.
- Failure to call can result in your replacement on the assignment, and we will no longer be able to work with you on any future projects.

Always conduct yourself in a courteous & ethical manner.

- Be courteous, flexible, and responsive to the client’s needs.
- Be informed. Inquire about work related issues such as how to properly answer the telephones, important names to remember, etc.
- Be proactive. When you complete your work, check for accuracy then notify your supervisor. Ask for more work once you finish a task.

Remember, you are representing a professional service. Be respectful of office property.

- Avoid making personal phone calls.
- Turn off cell phones & iPods,Blackberry’s etc.

- In case of emergency the Choice office number can be given to relatives, babysitters, and teachers. Choice Personnel will locate you immediately should any kind of emergency arise.
- Do not rearrange the desk or discard items or change the computer display you have been assigned to.
- Do not bring your own lap top or electronic equipment to work with you.
- Do not use the computer, Internet,
- (Facebook, Twitter etc) e-mail, fax or copy machine for your personal business
- .Do not eat at your work station unless authorized to do so.

As a temporary employee your pay rate will only be discussed with your counselor. All issues regarding money will be handled by Choice Personnel and **not** the client you are assigned to. Be sure you are aware of what the required responsibilities are for the position, and also that you agree with the pay rate before you accept the assignment. Be flexible with your expected salary. It can make more work available to you.

“Safety First...”

Be Alert.

- Most injuries at work are caused by inattention, carelessness, misuse of equipment or failure to follow safety regulations.
- Be advised of emergency/fire exits at your workplace.
- Avoid performing tasks that you are not trained for or that are not in the general scope of your job description.
- **Please refer to your Choice Safety/WC Statement for additional specific guidelines.**

“ALWAYS Call CHOICE...”

1. If you are running late or unable to go in to your assignment CALL CHOICE and **not** the client company where you are scheduled

to work. Do not wait until our office opens to report any problems. Failure to call may result in your immediate termination from Choice Personnel, Inc.

2. After you have been given your job duties call CHOICE with a number where you can be reached.

3. We have your best interests at heart; should you encounter a problem or find a difficult situation, do not hesitate to call.

4. If you are offered a permanent position by any of our clients, please let us know immediately so that we may make the necessary arrangements.

5. Should you assignment be extended or end before expected and you are notified first by the client, please contact us immediately.

6. Commitment is crucial. It is important to know that when you accept an assignment you are expected to complete it. Only accept assignments you can commit to for the entire duration. Known interviews or various appointments should be disclosed at the time a position is offered to you. If another opportunity comes up, try to have it postponed until your current obligation is fulfilled. If all of your efforts fail and you feel you cannot pass up the second opportunity, or whatever emergency you have, you **MUST** give as much notice as possible to enable your counselor ample time to find a suitable replacement.

