



## Employee Guidelines

We look forward to helping you find the position you desire, whether it is temporary, temporary-to-hire or on a permanent basis. There is no fee to you for our service. You will be completing whatever appropriate forms are necessary during your initial interview process. Please keep the policies for your review and personal file.

### ASSIGNMENTS

If you accept a temporary or temp-to-hire assignment with us, remember you are not only representing yourself but you are representing The HR Office, Inc. Do your very best on the job and try to exceed the expectations of your supervisor. Important:

1. Be prompt; if you are going to be late or absent, you *must* contact both your supervisor on the assignment as well as our office; we have voicemail for after hours to leave a message.
2. Tardiness and excessive absences will jeopardize your employee status with our office (if absent three (3) consecutive days or more a doctor's excuse is required)
3. When/if your assignment has ended, notify our office immediately
4. Once you have worked an assignment for us, refusing offers of future assignments could potentially affect any unemployment claims.
5. If you need to quit an assignment, a 2 week notice is preferred.

*Note: All payroll questions, please see the "Payroll Information Sheet"*

We are your employer of record during any assignments. Therefore, "The HR Office, Inc." would be the addition to your resume or future applications.

### INSURANCE

If you elected insurance coverage, all insurance questions are to be directed to Essential StaffCARE Customer Service at 1-866-798-0803.

### JOB CHECKS

While we are considering you for positions, we ask that you also be diligent in your job search; check our job list and if there is a position of interest, please inquire. We will discuss the position and requirements with you.

You can view our jobs list on the following site:

1. The HR Office website, [www.thehrofficeinc.com](http://www.thehrofficeinc.com)
2. Facebook page [www.facebook.com/thehrofficeinc](http://www.facebook.com/thehrofficeinc)
3. Twitter Account [www.twitter.com/hrofficeinc](http://www.twitter.com/hrofficeinc)

Please call us at (814) 238-3750 if you have any questions or concerns. Our staff will be pleased to help you.

Once again, thank you and we wish you success.