

\*\*\*\*Please Initial Each Line\*\*\*\*

## \_\_\_\_\_ **Welcome Aboard**

We want to congratulate you and say thank you for joining the **TempStar Staffing Companies Team**. As part of the TempStar Staffing Companies Team, you are an employee of one of Central PA's largest temporary staffing firms. We hope that your employment is both successful and enjoyable. The following orientation guide should be used to answer any questions you may have in regards to your employment. The guide also outlines your responsibilities as an employee and the policies and procedures you must adhere to while on assignment for TempStar Staffing Companies.

## \_\_\_\_\_ **After the Interview**

Now that you have filled out your application and received an interview with one of our Account Executives, you are now officially registered for employment with TempStar Staffing Companies. **Registration does not guarantee employment with TempStar Staffing Companies.**

Once registered with TempStar Staffing Companies there are several things that you should do as a candidate. First, you must check in with your representative twice a week for employment. TempStar Staffing Companies need you to check in, so that we can include you on our availability list. Our availability list is updated daily and is the first place our recruiters check when an assignment is available.

## \_\_\_\_\_ **We've got a Job for You**

Once registered and available for an assignment, a TempStar Staffing Companies representative will contact you when we have an appropriate assignment. When contacted, the TempStar Staffing Companies representative will give you the specifics of the job: The name of the company, location, the pay rate, the hours of work, and the length of the assignment. If the job is acceptable to you, then the recruiter will ask you to come into the TempStar Staffing Companies office for information. The TempStar Staffing Companies representative will give you a printout with all of the information for the assignment: directions, pay rate, name of supervisor, and dress code. You will also be given a timecard and shown how to fill it out.

## \_\_\_\_\_ **Drug Testing & Background Check**

TempStar Staffing requires a drug screen and criminal background check prior to beginning an assignment. Should it be necessary, TempStar Staffing Companies will charge you the cost of \$35.00 (\*subject to change) for these. TempStar Staffing Companies maintains the right to screen any employee at anytime for suspicion of the use of drugs or alcohol. Should you test positive for drugs and/or alcohol, you will immediately be terminated from TempStar Staffing Companies.

## \_\_\_\_\_ **Reporting to Work**

Your first day at your new job is one of the most important days you will have for success. Things you should remember on your first day of work: 1) The night before or over the weekend prior to your start, you should find where the company is located. This ensures that you will know exactly where you are going on your first day. 2) Arrive early your first day. On the first day you will have to learn where to place your belongings, meet your supervisor, and be shown your job. All of these things take time and extra time should be planned so that you are prepared to work at the start of your shift. 3) Work safely and ask any questions you do not understand about your work. 4) Be enthusiastic and energetic towards your work. Supervisors will judge you based on how they perceive your performance. 5) Make certain that you record your hours worked according to the company payroll procedures. You may need to punch a time clock, or fill out a timecard and have your supervisor sign your timecard. All of this will effect how you are paid.

## \_\_\_\_\_ **Job Related Problems**

If you experience any problems on the job, contact **TempStar Staffing Companies at the end of your shift**. Do not leave or walk off the assignment for any reason. This will be considered a voluntary quit with TempStar Staffing Companies and can lead to you no longer being eligible for work with TempStar Staffing Companies. The TempStar Staffing Company Representatives are available to assist you with any job related problem. The representative will do everything possible to resolve the problem. However, if the assignment just isn't for you, then we will find a replacement and attempt to find you something else. However, we ask that you finish the day and give us time to find a replacement. Do not leave or walk off.

## \_\_\_\_\_ **Attendance**

Good attendance, being on time, and flexibility is essential. If you are going to be late or cannot report to your assignment, call a TempStar Staffing Company Representative **immediately**. Our office has a 24-hour answering service that will record your information. When calling in please do the following: 1) Speak clearly and in a nor-

mal volume. 2) Give your name, the name of company you work for, the time you are to report, your telephone number, the reason you are unable to report, and when you expect to return. We also ask that you try to contact the company directly. When hired you are given the companies phone number, please keep it. TempStar Staffing Companies understand that illnesses and emergencies do occur. However, excessive absenteeism and lateness will not be tolerated and will lead to termination. A Doctor's note will be considered, but is not necessarily an excuse. TempStar Staffing Companies will not tolerate any failure to call or report for your scheduled shift. If you are scheduled to work and fail to report or call, you will be released from the assignment. If you do not report to the office for three days, we will consider that you have voluntarily quit TempStar Staffing Companies and we will make you inactive.

## \_\_\_\_\_ **Getting Paid**

Your weekly pay is based on your completed time reported to TempStar Staffing Companies. If your assignment requires you to hand in a timeslip, it must arrive at our office no later than Monday at 12pm, signed by your supervisor. If it arrives later than Monday 12pm, then you will be paid the following week. If the company you are working for faxes or sends in your time, check with your supervisor at the end of the week to make sure your hours are recorded and submitted. Payday at TempStar Staffing Companies is Friday from 7am-5pm. This is the only time that checks will be handed out. Some of our companies have their checks delivered. Ask your recruiter if your company is one of them. You may also request to have your check mailed, but we cannot guarantee the date of delivery.

## \_\_\_\_\_ **End of Assignment**

You must call TempStar Staffing Companies immediately at the end of an assignment. This allows us to find you another suitable assignment. Failure to contact TempStar Staffing Companies will be considered a voluntary quit and we will list you as unavailable for work. You must check in with your representative twice a week for employment. TempStar Staffing Companies need you to check in, so that we can include you on our availability list. Our availability list is updated daily and is the first place our recruiters check when an assignment is available.

## \_\_\_\_\_ **Equal Opportunity Employer**

It is the policy of TempStar Staffing Companies to afford equal opportunity to all individuals regardless of race, color, religion, sex, age, national origin, disability or veteran status. Our objective is equal opportunity for all.

## General Safety Rules

TempStar Staffing Companies have developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

1. Report an injury to your employer / supervisor immediately.
2. Report any observed unsafe condition to your employer / supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
5. Appropriate clothing and footwear must be worn on the job at all times. A hard hat should be worn when exposed to falling objects.
6. You should not perform a task unless you are trained to do so and are aware of the hazards associated with that task.
7. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
8. Maintain a general condition of good house-keeping in all work areas at all times.
9. Be alert to hazards that could affect you and your fellow employees. Never remove or bypass safety devices.
10. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

## Injuries on the Job

If you injure yourself, report to your supervisor. If it is an emergency or requires immediate medical attention, contact a representative at TempStar Staffing Companies immediately. **All injuries requiring medical attention require a full accident investigation with a breath alcohol and drug test. Failure to comply with drug test will be considered an admission of guilt and will be handled as such.** All injuries and follow-up treatments must be treated by: **HanoverWorks, 300 Highland Ave., Hanover PA 17331. Phone: 717-633-2144. Hour: 8 AM-4:30 PM, Mon-Fri.**

## Worker's Compensation Fraud

1. TempStar Staffing Companies has a thorough injury investigation team that examines all claims of injuries sustained while working for TempStar Staffing Companies.
2. The TempStar Staffing Companies' investigation team will compile a full accident report for each and every claim. This claim will include job site investigation, interviews with witnesses, and background investigations.
3. TempStar Staffing Companies will administer a full drug and alcohol test for any injury claim. It is The TempStar Staffing Companies' policy that any failure to comply with the drug and alcohol testing will be considered an admission of guilt. Failure to comply with testing or a positive test result will be grounds for denial of all claims.
4. Any claim that if found to be false or fraudulent will be prosecuted to the fullest extent of the law. TempStar Staffing Companies will pursue all legal recourse at its disposal and cooperate fully with the Pennsylvania Insurance Fraud investigators to have the offenders punished

## Acknowledgement

I acknowledge receipt of the new hire orientation guide for TempStar Staffing Companies and that I am responsible for reading and understanding the contents.

I understand that this new hire orientation guide is not construed as a contract of employment for a specific period of time. I further understand that these policies may be changed or terminated at anytime by TempStar Staffing Companies, with or without notice.

I understand that my failure to follow the policies and guidelines contained herein may result in corrective action, up to and including termination of employment.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
TempStar Staffing Companies Representative

\_\_\_\_\_  
Date

# New Hire Orientation Guide



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