



EXPECTATIONS

Information for Firststaff Employees

To be shared with and signed by Every Applicant:

- There is no guarantee that you will be hired by the client company. However, the majority of positions Firststaff deals with are temporary to direct hires. In most cases, you are able to apply within the client company upon completion of the minimum required hours.
- Your Firststaff recruiter will help you with additional details and hiring expectations according to each client company we work with.
- Most of Firststaff's client companies are tobacco free facilities-both inside AND outdoors. Since breaks typically last no longer than 10-20 minutes; you should refrain from smoke/chew for the duration of your shift (as you are not allowed to leave the property during paid breaks).
- Duration of this assignment is undetermined.
- Pay-ranges are varied depending on experience and background. Firststaff employees should NEVER discuss their pay with co-workers, as pay and the reasons for differences are highly confidential.
- All pay policies, benefits, employment policies, etc. are determined by Firststaff.
- All disciplinary situations shall be handled by Firststaff.
- Firststaff employees are required to uphold each client's standards of confidentiality. If you are late or ill, you must first call into Firststaff before the start of your shift. Firststaff will call the client company unless you have been specifically instructed to also call the client company.
- You are a part of an important job assignment and being at work on time everyday is critical to the success of your employment with Firststaff.
- Firststaff has a zero tolerance policy for No Call / No Shows.
- You must be at your work station prior to the start of your shift

I acknowledge receipt of a copy of this document and understand the above and agree to abide by the requirements.

X

Firststaff Employee Signature

X

Date