

Southern Crescent Personnel Orientation

Main number: 770-968-4602 Fax number: 770-968-4606 Website: <http://www.scp-jobs.com>

Our Goal- We strive to match your talents and skills to the best opportunities available.

- We specialize in temporary, temp-to-hire (520 hours), & permanent placements.

Rules for success:

- Be on time... Every day
- Follow SCP/Client's dress code: always dress professionally
- Follow each company's policies
- Reflect a positive attitude & smile
- Do not get involved in office politics
- Be flexible & help where needed
- Do not utilize your cell phone during work hours
- Follow company's smoking guidelines
- Keep all information confidential
- Follow our substance abuse policy

Communication... is very important between you and SCP!

Contact our office if you:

- Are unable to report to work as scheduled
- Are going to be late for any reason
- Complete your assignment early or it's extended
- Are offered a permanent position
- Experience any problems/feel you're being harassed
- Find your skills do not match the position
- Are injured on the job
- Change your name, address, phone numbers or payroll tax information

- Call us once a week to let us know when you're available!

Temporary & Temp-to-hire assignments:

- It is always your decision whether or not to accept an assignment-
 - If you accept, please complete it
 - If you're unable to- you must provide a minimum of one week notice to allow us to find a replacement
 - Can be made a "Do not use" if assignment not completed
- You are required to notify SCP of any discussion of a permanent position at any client SCP has introduced you to:
 - **You cannot work directly for a client within 12 months of your interview or assignment.**
 - **If you accept a position with our client without our consent you or the client could be held liable for the contractual placement fee.**

Timesheets:

- Timesheets are to be signed & turned in by **MONDAY AT 9:00AM-** otherwise you may not be paid that week.
- If you work at two separate locations or assignments you will need to complete 2 separate timesheets.
- It is YOUR responsibility to be sure the timesheet is received- call to confirm receipt
- Total your hours, deduct lunch time if required, have your supervisor sign it, and leave them a copy.
- We will accept & prefer a faxed copy... we do not need the original. If you do not have a timesheet, we will fax one to you.

Confidentiality:

- Confidentiality during your work assignment cannot be emphasized enough...

The best policy is to consider ALL information confidential!