

Our Commitment

Creating Paths for Professionals

Here at Hire Up Staffing, we do our best to create a clear path for employment opportunities between you and our clients. We identify potential employment opportunities with reputable companies in your local area. Our professionally trained recruitment teams will market your experience to hiring managers who seek your unique skill set.

Communication

Be Honest & Prepared. Contact your references ahead of time, provide accurate information and be honest about the information that you share.

Check Our Website. Touch base with your recruiter regularly, as we receive new job openings daily!

Notify Your Recruiter. of any companies you would be interested in working for, have applied to or have recently interviewed with.



Job Performance



Take pride in your work and do your best! Always be polite and courteous, and contribute to a pleasant work environment.



Do not use personal cell phones while at work, and never use client telephones or electronic devices for personal use. Company resources should be used for appropriate business purposes only.



Client information should be kept confidential at all times. This is to be used for business purposes only and is not to be used in any unauthorized or inappropriate way.



Keep your skills sharp. Online tutorials for various software programs are available for your convenience. Contact your recruiter to obtain access to these resources.

Assignment Guidelines

Attendance

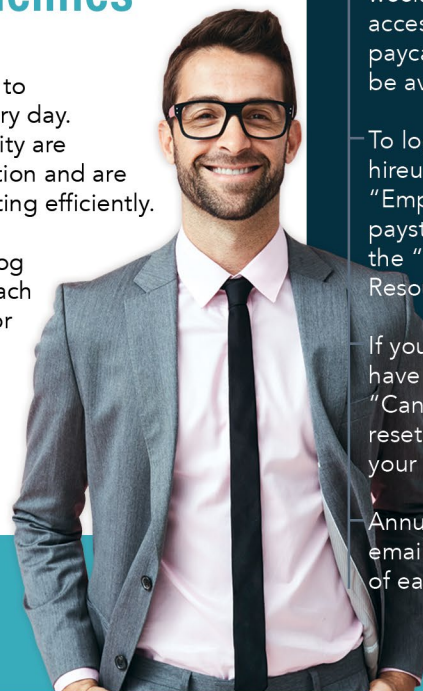
Hire Up employees are expected to be present for work, on time, every day. Regular attendance and punctuality are essential job duties of every position and are important to keep Hire Up operating efficiently.

While on assignment be sure to log your hours daily. Log your time each day as required by your supervisor on assignment. If you have questions regarding your time, reach out to your direct manager or Hire Up recruiter for further assistance. It is always prohibited to work off-the-clock.

More information on our Professional Expectations and Best Practices can be found at

HIREUPSS.COM

Any questions regarding your assignment, time off needed, benefits or other employment related issue, anyone at Hire Up would be happy to help. If you don't get the answers you need, please feel free to call our corporate office at 559-579-1332



Assignment Guidelines

+ Attendance

Always give as much notice as possible if you anticipate being late, and alert your manager or supervisor that you expect to be tardy or absent. Be cautious of excessive lateness and absenteeism. It cause disruptions to daily business operations and is a burden other team members.

+ After Hours Emergency Line

After Hours Emergency Lines Call your local Hire Up Branch at any time in the event of an emergency. Select option 2, and then the individual you need to reach. Be sure to connect with someone directly so they can communicate the situation to your supervisor. Email and text messages are not acceptable forms of schedule changes. If you don't reach a Hire Up manager, please contact the supervisor or HR at your job site.

+ Payroll

Employees are paid weekly on every Friday, for the week prior, by Direct Deposit. If you do not have access to an account that allows direct deposit, a paycard will be issued to you, where your funds will be available.

To log your time while on assignment, go to hireupss.com and access your time card select "Employee Login". This gives you access to your paystubs each week. For detailed instructions, see the "Web Timecard Instructions" in the Employee Resources section on our website.

If you are having trouble accessing your account or have forgotten your login information, select the link "Can't access account?" and follow the prompts to reset. If you are still having difficulties, reach out to your local branch for further assistance.

Annual W-2's will be sent via email to the personal email address that you have on file by January 31st of each year for the year prior.

Onboarding Download Checklist

hireupss.com/employee-center/employee-resources/

Download, Read,
& Fill Out Our
**Onboarding
Checklist!**



- Direct Deposit Form
- Paid Sick Leave
- Professional Expectations
- Applicant Partnership Agreement
- Summary Plan Description
- Web Timecard Instructions

- Drug and Alcohol Policy
- Social Media Policy
- Discrimination Policy
- Employee Safety Rules
- Harassment Complaint Form