

## WHEN ON ASSIGNMENT

- Always be on time...and on time means a few minutes early if you want to make the best impression.
- Get off to a good start. Introduce yourself and let your supervisor know that you are there to be productive. Always be helpful and act in an appropriate and professional manner. Always look for work and don't be afraid to ask questions.
- Do not discuss your pay rate with anyone. Pay rates are a private matter subject to skill level and job requirement variations.
- Call GAINOR if you are going to be late or cannot go to an assignment. Do not wait, we have a 24-hour answering service. We will call the client and explain the circumstances.
- Remember, you are a professional. Dress appropriately for your assignment. Your counselor will advise you if you wish.
- All company environments are a little different. Be prepared to adapt to each new situation.
- Stay in touch. Call us on the first day of each new assignment to let us know how things are going. Give us your telephone extension number if you have one so that we can reach you if necessary.
- If any problems or questions arise at any time while on assignment, call us. We are here to help.
- As soon as you know when your assignment will be ending, please call to let us know. If your assignment is extended, please let us know to avoid scheduling conflicts.
- Always be productive and act in an appropriate and professional manner.