

Welcome to the Chicago Hire Company Temp Division!

We're glad you're here. Before we send you out on your very first assignment, we have some important details for you. Please read the following information in order to acquaint yourself with Chicago Hire's processes and procedures. We want you to be completely comfortable with all of the details before you head to work on day one.

GETTING STARTED

1. Complete the mandatory paperwork in your Temp Packet. You can't start working until we have a W4 and I-9 (including applicable forms of ID) on file, so be sure to get this taken care of right away! Complete a Direct Deposit form, too, if you want to avoid a weekly trip to the bank.
2. Email your weekly availability to Abby & Brittany *every Friday* - this helps them keep the most up-to-date record of every temp who is ready and willing to work. This is an important step if you want to be considered for every assignment!
3. Get your first assignment.
4. Rejoice (and get paid)!

So you landed your first assignment... NOW WHAT?

We're so glad you asked.

- After you accept an assignment, you should look for an email from Abby or Brittany with all of the details and a Chicago Hire Timesheet.
- On your first day of work, please text Abby (312.965.9789) to let her know that you've arrived safe and sound.
- Upon the completion of your first week (or the completion of the assignment – whichever comes first), fill out your timesheet, get a supervisor's signature, and get it back to us so you can get paid!

IMPORTANT TIMESHEET DETAILS

Each timesheet must be filled out **completely** in order to be successfully processed! This includes **total hours** (lunch breaks don't count!) and a **supervisor's signature**.

Also, please note that the submission deadline for timesheets is **9am Monday morning**. In order to get all temps paid on time, we have to stick to this timeline – *if we don't have your timesheet, we can't get you paid*. To make this easier for everyone, you can scan, fax, or even snap a picture of your timesheet and email it to us – just get it in on time!

GETTING PAID

- This is the fun part! Payday is **Wednesday**, and getting your money is easy. You have three options.
1. Direct Deposit. If you've filled out the form, you should be good to go! Expect to see your wages hit your account sometime after midnight on Tuesday.
 2. Mailed Check. Make sure we always have your most current address, and we'll mail you your check on Wednesday.
 3. Check Pick Up. We are happy to hold your check here at CHC if you prefer – just let us know!

You're almost ready to work! Before we send you on your way, though, we should attend to some miscellany that we've yet to cover.

PROFESSIONALISM

Remember, when you are on assignment as one of our temps, you are a representative of Chicago Hire. Please remember to:

- Arrive on time (or early!)
- Dress appropriately – Abby or Brittany will be happy to give you guidance in this area if you have any questions.
- Put your phone on silent and stay off of Facebook 😊
- Please don't solicit your resume to our clients.

And there you have it! You should have most of the details you need to be a CHC temp. We've tried to cover all of our bases here, but please never hesitate to reach out with any questions or concerns. We appreciate our temps, and are looking forward to working with you!