

TOPICS TO DISCUSS WITH YOUR REPRESENTATIVE

GETTING STARTED:

- Title of position available
- Job Description
- Number of associates needed for available position
- Hours - including O.T. anticipated or required
- Client attendance policy*
- Determine fair hourly rate of pay
- Skills or experience requirements
- All policies that apply to our ESG associates

- Determine fair invoice rate
- Determine Recruiting options & availability of associates*
- Length of position
- Contact personnel or personnel that associate should report to
- Dress code
- Determine if individual time sheets, time cards, or group time sheets will be Used
- Breaks& Lunches
- Benefits that shall apply when an associate may be considered for temp- to -hire
- Regular contact or communication*

*The availability of associates and location of the job assignment should be assessed prior to determining which recruiting option would be most successful.

*Time shall be turned into ESG each Monday morning via fax or e-mail on all associates that worked the week prior. Time sheets or timecards should be signed by a supervisor authorizing that the time listed is approved.

*Frequent communication between our clients and ESG staff is essential for us in order to provide the service that you expect and deserve.

*Your attendance policy is the policy that we work hard to enforce while our ESG associate is working at your facility. ESG will call your contact personnel to check on associates that were expected for first time arrival and also to report all tardies or absences that are reported to ESG Please contact ESG or your Sales Representative if an associate does not arrive for the assignment and you have not been notified, otherwise, we'll not know that the associate isn't there. All ESG Associates are told to report any tardy or absence to ESG immediately so that the appropriate measures can be taken.