



## **JOB PLACEMENT PROCEDURES**

Welcome to Per- Diem Staffing LLC. We are pleased to assist you in your employment needs. So that we may maintain high standards and good relationships with those who use our services, we require your cooperation in the following:

After completing each and every interview or assignment to which Per - Diem Staffing sends them, all applicants are required to report in to Per- Diem Staffing by telephoning 718 684 4120 or responding to our automated email and text message follow ups. If, for any reason, an applicant must cancel, they must notify Per- Diem Staffing 24hrs before the time and date originally scheduled.

## **PERMANENT PLACEMENTS**

If a candidate is presented by Per-Diem Staffing to a client/employer for a permanent job placement interview and is offered a position and accepts the job position, the candidate is required to report to Per-Diem Staffing the details regarding the employment terms:

1. **Date of job offer**
2. **Date of candidate's acceptance of job offer**
3. **Employment start date**
4. **Agreed salary on an hourly, weekly, and annual basis**
5. **Amount of hours to be worked per week**

Additionally, we request that you follow-up with Per- Diem Staffing 2 to 3 weeks after start date for review of job progress. If a candidate interviews with a client/employer through Per- Diem and is not hired initially, but is subsequently recalled within two years from the date of the original interview and a job offer is extended or accepted. Per- Diem must be notified of renewed recruitment activity. **If additional hours are added to the original permanent schedule with one year from the official start date of employment, the candidate MUST notify Per - Diem with the amended schedule immediately.**

## **TEMPORARY PLACEMENTS**

On a day assignment, a temporary employee can expect to be paid either at the end of the day or on the client's payroll schedule with a check mailed directly to the candidate. For a weekly assignment, payment is at the end of the week, unless other payroll schedules exist. An applicant assigned to an office on a temporary basis must fill out and sign a voucher each day of an assignment. **The Time Sheet is written verification of the days and hours worked and is the required documentation used for any compensation discrepancies.**

If you are on a temporary assignment for which Per - Diem Staffing is the official referring agent and are subsequently offered and/or hired for permanent employment, this placement would be through Per- Diem Staffing and all information regarding the terms of the position must be reported to our office immediately. Also, if you complete an assignment and are recalled back for additional employment at a later date directly by the employer, Per Diem Staffing must be promptly notified. **Twenty-four calendar months must pass from the last day of temporary employment in a given office before a temporary employee is able to enter employment with an employer independently.**

Time Sheets must be faxed or mailed to Per - Diem Staffing immediately upon completion of assignment. The entire time sheets must be filled out including dates, hours worked, name of client (employer) and auxiliary (temp), and signatures of both. If, at any time additional timesheets are needed, simply call the Per- Diem Office or go on company website [www.perdiemstaffingllc.com](http://www.perdiemstaffingllc.com)



**PERMANENT AND TEMPORARY POSITIONS**

Please report to the employer at least 15 minutes prior to your start time for an orientation. If you start a temporary assignment or permanent employment through Per - Diem staffing and hours are added or subtracted from your schedule, you must notify Per- Diem Staffing with your updated schedule. **Per - Diem prohibits the direct solicitation of our candidates by employers where we have acted as the official referring agent. We require all candidates keep confidential their personal contact information including phone numbers and email addresses. Additionally, Per - Diem prohibits the direct solicitation of work from a candidate to an employer where Per - Diem has acted as the official referring agent. We require all communication regarding rescheduling of additional work go through Per - Diem therefore candidates are NOT allowed to contact employer directly except for emergency use only.**

An applicant must refer to the Director for questions raised by an employer or co-worker regarding the policies of Per-Diem. A professional image is most important. Please present yourself in a neat, conservative, and polished manner. Per - Diem staffing Resources recommends that all health professionals carry their own Malpractice Insurance and have updated immunizations. Call Per - Diem for referral number if your employment needs change, please notify Per- Diem Staffing immediately.

An applicant agrees that any breach of this contract that causes Per- Diem Staffing damage in the nature other business opportunity, will result in the applicant being disengaged from our services in addition to fees withheld financially responsible for those loses.

**I have read, understand, and agree to the above policies and procedures.**

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Per Diem Staffing LLC

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Applicant Name