



EMPLOYEE BENEFITS

WE OFFER PAID SICK LEAVE, MEDICAL INSURANCE, Accident Insurance, and incentive programs. Under the guide of the Affordable Care Act we will be monitoring your full time employee status for a measurement period of 12 months. If it is determined after 8 consecutive months you have met the minimum hours of service you will be offered our company group health insurance. The benefits will begin the first of the month following the 8 month measurement period. If you have any questions regarding insurance coverage or eligibility, please feel free to contact Jeff Gardenhire at 1-888-778-0771.

VISIT HIREUPSS.COM TO DOWNLOAD ALL IMPORTANT DOCUMENTS AND RESOURCES YOU WILL NEED!!

- STEP 1** ↓
VISIT HIREUPSS.COM
- ↓ **STEP 2**
CLICK ON "EMPLOYEES" TAB
- ↓ **STEP 3**
CLICK ON "EMPLOYEE RESOURCES" TAB
- ↓ **STEP 4**
DOWNLOAD ALL FILES LISTED BELOW

Employee DOWNLOAD CHECKLIST

- Applicant Partnership Form
- Direct Deposit Form
- Hire Up Benefits
- Paid Sick Leave
- Professional Expectations
- Social Media Policy
- SPD
- Web Timecard Instructions
- Workers Comp Booklet

CORPORATE OFFICE
155 East Shaw, Suite 108,
Fresno, CA 93710
559.579.1331

VISALIA BRANCH
401 N Church St,
Visalia, CA 93291
559.334.3454

MERCED BRANCH
1160 Fifth St, Atwater, CA 95301
209.213.5636

BAKERSFIELD BRANCH
Coming soon!
661.379.8807



HIREUPSS.COM
apply@hireupss.com
Fax 559.283.8246

Best **PRACTICES**
EMPLOYEE GUIDE TO SUCCESS

HIREUPSS.COM

Keys to a SUCCESSFUL PARTNERSHIP WITH HIRE UP



COMMUNICATION

BE HONEST & PREPARED — Contact your references ahead of time, supply the correct information and be truthful about the information that you share. Providing information that is false or misleading may disqualify you from working with our office.

COMMUNICATION — Maintain contact with our office
NOTIFY US OF THE FOLLOWING:

1. Organizations you have recently applied to or interviewed with.
2. Organizations you would be interested in working for so we may contact them on your behalf.
3. The status of any previous interviews.
4. The status of any potential assignments with other staffing services.



OUR COMMITMENT

WE WILL DO OUR BEST APPROPRIATE POTENTIAL employment opportunities with reputable employers. Employment assignments are not guaranteed, but we will do everything we can to market your skills and experience to our clients.

SINCE WE RECEIVE NEW JOB ORDERS DAILY, it is a good idea to review our website regularly for new openings and inform your Hire Up Manager of any positions you are interested in applying for.

A COMPLETE LIST OF JOB SEARCH RESOURCES including interview tips are available on our website.

IT IS ALWAYS A GOOD IDEA TO KEEP YOUR SKILLS SHARP Computerized training modules for various software packages including MS Office are available through Provelt.com. Contact your Hire Up manager to sign up for these valuable tutorials to increase your marketability.



JOB PERFORMANCE

TAKE PRIDE IN YOUR WORK, USE COMMON SENSE and do your best! Putting forth a good effort makes a great impression whether you are in a temporary or temporary to hire position. Always be polite and courteous, and contribute to a pleasant working environment.

DO NOT USE PERSONAL CELL PHONES during work time, and never use client telephones or electronic devices for personal use. Company resources should be used for appropriate business purposes only.

REFRAIN FROM ANY FORM OF inappropriate and unprofessional behavior or communication. Never show up to an assignment in possession of or under the influence of alcohol, drugs or weapons. Discrimination, sexual harassment and violence are never tolerated.

WHEN ON AN ASSIGNMENT, you may be exposed to confidential client information. This is to be used for business purposes only and is not to be used in any unauthorized or inappropriate way.

ALL THAT WE EXPECT FROM YOU

with Hire Up can be found in the document titled "Professional Expectations" on our website.

HIREUPSS.COM



PROFESSIONALISM

ASSIGNMENT GUIDELINES

As we do our best to represent you in a professional manner to our clients, we ask the same of you in return to create a positive experience for both you and the client. Here are some helpful tips to remember when you are on an assignment through Hire Up:

PAYROLL AND ATTENDANCE

Always report to your job assignment on time, appropriately dressed and with a good attitude. Arriving late, failing to complete the assignment or missing the assignment altogether creates a problem for everyone involved.

IF YOU ARE FORCED TO MISS WORK

or are running late, contact Hire Up by phone as far in advance as possible before your scheduled start time. We have a 24 hour, 7 day a week emergency line available by calling (559) 579-1331. Select option 2, and then choose the name of the individual you need to reach. Make sure that you connect with someone directly so they can communicate the situation to the client.

IN ORDER TO ENSURE YOU RECEIVE A PAYCHECK

every week, it is your responsibility to submit your timecard according to deadlines. Please refer to hireupss.com > Employees > Online Timecard for a detailed explanation of current payroll policies and procedures.

TAKE YOUR REST BREAKS AND MEAL PERIODS

ANY QUESTIONS REGARDING SALARY, PAYROLL, time off or any other employment related issue should be directed to a Hire Up Manager.