

ORIENTATION SHEET
SAUNDERS STAFFING, INC./PERSONNEL POOL OF VA., INC.

NAME: _____ DATE: _____

COORDINATOR: _____ TELEPHONE: _____

COMPANY ASSIGNED TO: _____

DIRECTIONS: _____

SUPERVISOR: _____ START DATE: _____

LENGTH OF ASSIGNMENT: _____ HOURS: _____ RATE OF PAY: _____

LUNCH: _____ PARKING: _____

ATTIRE: _____ STEEL TOED SHOES REQUIRED: _____

I HAVE RECEIVED TIME CARD INSTRUCTIONS: YES NO

I HAVE BEEN MADE AWARE THAT ALL TIME CARDS ARE DUE ON A WEEKLY BASIS ON MONDAY BY 5:00 P.M. I UNDERSTAND THAT IF MY TIME CARD IS LATE MY CHECK WILL BE DELAYED. YES NO

I HAVE RECEIVED SAFETY ORIENTATION: YES NO

I HAVE BEEN MADE AWARE THAT I MAY NOT LIFT MORE THAN 40 TO 50 POUNDS.
 YES NO NOT APPLICABLE

PAYDAY IS: Every Friday Every Other Friday MY FIRST PAYDAY IS: _____

CHECK HANDLING: | PICK UP – BLUEFIELD | MAIL. | DIRECT DEPOSIT
| PAY CARD

IF YOU CAN NOT REPORT TO WORK – DO THE FOLLOWING: Call your supervisor and coordinator as soon as possible. Failure to show up for work or call in may jeopardize your assignment and future assignments.

IF THERE ARE ANY CONCERNS ABOUT THE ASSIGNMENT DO THE FOLLOWING: Call your coordinator as soon as possible. No concern is too small.

MISCELLANEOUS INSTRUCTIONS: _____

I acknowledge and understand the above information and instructions.

Employee Signature

Date