



Graham Personnel Services (“GPS”) is a specialized recruiting and staffing firm focused on temporary staffing, temp-to-hire, direct hire, and project consulting services in the areas of light industrial, professional, clerical, accounting, healthcare, and related fields.

Our mission: *To match great people with great companies.*

PRIOR TO BEING PLACED

- **Let us know you are available** – If you are looking for work, there are multiple ways to make us aware.
 1. **Online** - Go to www.grahamjobs.com, log in to your profile, go to “My Availability”
 2. **Phone** - Call 1 (336) 288-9330, follow the automated system to record your Availability

TIPS ABOUT YOUR NEW OR FUTURE ASSIGNMENT

- **Be on time – for work (tour and/or orientation if assigned)** If for any reason you are late in reporting to work, call our office, no matter if it is day or night. Please leave a voicemail after hours. If an employee is consistently late it is grounds for termination.
- **Communicate.** Keep in touch with your recruiter and/or our office. If the job where you are assigned is not a good fit for you, call us so that we can address the issue and/or assist in finding you other employment. If you have any questions while you are on the assignment or if the requirements for the job turn out to be different from what you expected, please call us.
- **Call if you cannot report for work.** Call Graham Personnel Services –and in most cases the company to which you are assigned – as early as possible.
- **Complete your assignment.** You have an obligation to Graham Personnel Services to complete any job you have accepted and to do a good job. Our customer is depending on you and so are we.
 - Never leave a job before your assignment is complete without first calling our office.
 - If you walk off a job before the end of your shift, this will result in immediate termination. We require a 24-hour notice if you quit an assignment.
 - Multiple failed assignments (due to poor performance, attendance, attitude, etc.) will result in termination from GPS
- **Status Change.** Let us know when you change your address, name, phone number, e-mail address, tax withholding status, marital status, or direct deposit information. Our records must be current so that we can mail important documents to you such as your W-2.
- **Contact.** When your job assignment ends, you must contact our office for more work or we will assume you do not wish to be employed.
- **Pay Days.** Pay period is Sunday through Saturday. Our official pay day is Friday of each week, although many banks and credit unions may make funds available on Thursday. To set up direct deposit, please provide a voided check, screenshot of online banking, or print out from your bank with routing and account numbers. You can find your paystubs by logging onto our website www.grahamjobs.com