

A-1 Personnel of Houston

8702 Westpark Drive
Houston, Texas 77063
Phone: (713)773-2900 Fax: (713)773-4325
www.a1personnelinc.com

Procedures to Follow Upon Completion of Your Assignment

Please note that you were provided with the A-1 Personnel of Houston, Inc. Handbook at your Orientation to keep for your reference. You can also view the A-1 Personnel of Houston, Inc. Handbook on this website.

After your assignment ends you must follow the **Completion of Assignment Policy** and **Availability Policy**. These policies are provided for you at the end of this document.

1. Submit to A-1 in writing the date and reason for your assignment ending WITHIN 24 HOURS after completion of your assignment. You can send this letter to A-1 via fax or email to info@a1personnelinc.com. You can also drop this letter off in person at the A-1 office if you choose.
2. Report yourself available via <http://www.a1personnelinc.com/Availability.html> (our preferred method) or by leaving a voice message at the **Availability Phone Line Number 713-773-4239** by the FOLLOWING MONDAY after your assignment ends and EVERY MONDAY thereafter.
3. Go to your online profile to ensure that your online profile is current and complete. Your phone numbers and email address must be current. If you have forgotten your User Id and Password, contact A-1 and we will re-send them to you.
4. Update your resume, listing your last position held with A-1 as your employer. Upload your updated resume to your online profile.
5. Check the Job Openings tab at <http://www.a1personnelinc.com/Jobs.html>. If you are interested in a particular job opening, send an email to recruiting@a1personnelinc.com and indicate your interest in that particular job opening. Attach your resume to the email. Check the Job Openings Tab regularly for our current open positions.
6. As long as you are properly reporting available every Monday, an A-1 recruiter will contact you if a client has selected you for an interview.

If you wish to RESIGN from your assignment please do the following:

1. A-1 requests that our employees provide us two weeks notice prior to resignation.
2. Send a fax or email to info@a1personnelinc.com stating the reason you are resigning, the last date you will work until and the client company for which you are working.
3. Immediately notify your supervisor in writing (and cc A-1 Personnel at info@a1personnelinc.com) that you are resigning and state the last date you will work until.
4. If you are looking for future job placement with A-1 Personnel then follow steps 2-5 from the procedures listed above for Completion of Assignment.

A-1 Personnel of Houston

8702 Westpark Drive
Houston, Texas 77063
Phone: (713)773-2900 Fax: (713)773-4325
www.a1personnelinc.com

FAQ

- (1) Q - Can I call the main number at 713-773-2900 and speak to any A-1 employee who answers the phone and report myself available this way?

A – NO. If you speak to the secretary, payroll department, or a recruiter or ANY OTHER person who answers the phone you CANNOT report available this way.

- (2) Q – Can I send a fax and state that I am available for work?

A – NO. You must follow the Availability Procedures outlined above.

- (3) Q- Can I send an email to info@a1personnelinc.com, recruiting@a1personnelinc.com, payroll@a1personnelinc.com, hc@a1personnelinc.com, coh@a1personnelinc.com or to any of the recruiter's personal email addresses and report myself available?

A – NO. You must follow the Availability Procedures outlined above.

*** There are only TWO acceptable methods of reporting yourself available. You can report via the Availability Tab on the website at <http://www.a1personnelinc.com/Availability.html> or you can call the automated Phone Availability Line at 713-773-4239 and leave a voice message.***

A-1 Personnel of Houston

8702 Westpark Drive
Houston, Texas 77063
Phone: (713)773-2900 Fax: (713)773-4325
www.a1personnelinc.com

Please refer to the following **Completion of Assignment Policy** in your **A-1 Personnel of Houston, Inc. Handbook**:

G(b). COMPLETION OF ASSIGNMENT

Employees are required to submit in writing the date and reason for termination within 24 hours of completion of assignment. You must also report yourself available by the following Monday after termination and each Monday after to be eligible for rehire. You may visit our website at www.a1personnelinc.com to report or you may also call and place your name and phone number on the availability line, 713-773-4239. If you do not report weekly we will assume you have found a job and no longer need our job placement services. Unemployment benefits may be denied for failure to notify us that your assignment has ended and failure to place yourself on the availability list for future assignments.

Please refer to the **Availability Policy** which you signed and agreed to abide by that outlines the specific procedures for reporting available:

Availability Policy

To be considered for any open positions, I understand that it is my responsibility to report my availability every Monday. Preference will be given to applicants reporting online at <http://www.a1personnelinc.com/Availability.html>. Alternatively, the Availability Phone Line number to call is (713) 773-4239. I must report my name, number, and the type of position for which I am looking to be considered. If I do not report myself available it is assumed by A-1 Personnel that I am working and am, therefore, not available for assignments that week.

Also, it is my responsibility to follow the availability procedures outlined above within 24 hours of completion of an assignment.