



## Helpful Tips

At Prime Personnel Resources, Inc., we want you to not only like your job and the work environment, but be satisfied with your compensation and benefits. Below are a few Helpful Tips that can make your experience with us a successful one!

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### Tips for Success

#### Be On Time

Arrive on time each day of your assignment. It may be a good idea to arrive a few minutes early on the first day.

#### Workplace Attire

Dress appropriately for each assignment. Your staffing representative from Prime Personnel will tell you what to expect, however whenever you are in doubt always dress more conservatively.

#### Questions?

Don't be afraid to ask questions on the job about the tasks you are performing. If you're unsure of something, be sure to check with the client representative.

#### Personal Calls

Do not make personal calls from the job assignment/client site. If you must make a personal call, do so during a break. Making long distance calls while on assignment is not permissible and could result in disciplinary action including termination.

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### Safety Tips

Prime Personnel Resources strongly values each employee's safety. We have put several procedures in place to ensure your overall safety while on assignment; however, there are certain instances when you should notify us immediately.

### Call Prime Personnel Resources, Inc when:

You are asked to perform tasks which are not part of your original job description  
If you feel that working conditions are unsafe  
If you are injured while on assignment