



## PLACEMENT PROCEDURES

### Temporary Staff

**Jo-Anne Mouttet & Associates** submits resumes for client consideration in strict confidence in order to protect candidates. **CLIENT AGREES TO ENSURE CONFIDENTIALITY.**

- Should the client wish to interview any of the candidates, arrangements are made through the Agency. Any contact between candidate and client **MUST** be channeled through the Agency.
- ***PLEASE REFRAIN FROM CONTACTING CANDIDATES DIRECTLY.***

When a candidate is selected for the temporary position within the client's organisation, our procedure for commencement of an assignment is as follows:

- Client advises Agency to make arrangements for commencement of assignment
- Start date, time, rate, and method of payment are agreed upon
- Candidate is advised by Agency (upon Client's instruction) of start date and conditions of employment
- Upon commencement of assignment, employee completes daily time sheets for approval by employer. Upon completion of work, the Client is invoiced as agreed (weekly or monthly) substantiated by a copy of signed time sheet. Invoices for Temporary placements are payable upon receipt.
- Throughout the assignment, the employee remains contracted to the Agency and is paid by the Agency

***Should a Client decide to hire any temporary placement on their permanent staff within one year of completion of assignment, the Agency's permanent placement fee of one month's remuneration will apply at the time permanent employment is taken up. The agency's permanent placement fee will also apply if client refers our candidate to another department, branch or associate.***

In confirmation of your acceptance, please sign and return this document to us.

.....  
SIGNATURE

*(Below, please print name in block letters and affix company stamp)*

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Date