



CONSULTANT ON THE CONTRACT GUIDELINES

Welcome to the exceptional team of PsiNapse Staffing Professionals. These guidelines will ensure a successful transition to becoming a PsiNapse consultant and to ensuring the client's satisfaction.

Introduce Yourself

Upon arrival, introduce yourself and indicate that you are from PsiNapse Staffing. Find your supervisor as soon as you can.

Understand Your Assignment

Make sure you understand the job requirements before you start and ask any questions you might have right away. Make sure you understand exactly what you are to perform. Do not hesitate to ask questions if you are unclear about your responsibilities.

Maintain the Client's Trust

Please do not discuss your work with anyone except your supervisor. Be especially careful with confidential materials.

Behave Courteously and Make a Good First Impression

Professionalism while on an assignment is essential. Think on your feet and be part of the team. Put yourself in the client's shoes and be as helpful as possible. Simple gestures such as treating client property with care, not making personal phone calls or taking calls on a mobile phone, being prompt and accurately completing your timesheets will go a long way toward establishing the clients trust.

Check Your Work

Carefully review, double-check and spell-check everything you do.

Complete and Check Your Time Sheet(s)

Please follow the instructions. Make sure your hours are added up correctly and that your overtime hours are correct. Ask Your Supervisor to Review and Sign Your Time Sheet. In order to be paid by PsiNapse Staffing, you need to submit a signed time sheet by Monday, 1 pm.

CALL PsiNapse Staffing at 925.225.0400, Option 2, IF...

- You are not going to show up for an assignment for any reason.
- You are unhappy with an assignment for any reason. We want you to enjoy your work experiences and we will do everything we can to help.
- The client is considering you for a permanent position.
- Your contract ends.

Submit Your Time Sheets Accurately and on Time

Complete all sections of the PsiNapse Staffing time sheet, and be sure to have your supervisor sign it (It can't be processed without a signature). Send your time sheets to PsiNapse Technology bi-weekly even if you do not need to be paid.

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Staffing and Consulting