

## Job Performance

Your work performance is monitored and assessed on an ongoing basis. This allows us to reward and encourage outstanding performance and ensure high standards are being maintained.

When you arrive at your assignment, we always ring the client within the first 15 minutes to ensure that you have arrived safely and on time. Throughout your work assignment, we ask the client to comment on the following areas:

- Initiative
- Co-operation
- Punctuality
- Accuracy
- Attitude
- Speed
- Grooming
- Overall work performance

The information received from our clients is recorded on your Work History File for future selection and placement decisions. When your assignment finishes, we always telephone the client to receive their feedback and whether they would:

1. Like to have you back working for them again?
2. If they do - would they like to make a future booking?
3. If they wouldn't have you back - the reason why?

If you did not meet the required standards, we give you the opportunity to speak with us in person, or on the phone, to inform us of any problems as to why the standards were not to the client's satisfaction.

Certificate of excellence and entry into the Temp of the Month Award are given to those who receive excellent feedback from our clients, along with regular work from Complete Recruitment Solutions.

**Remember - DO A GOOD JOB, GET GOOD FEEDBACK= MORE WORK!**