

Professional & Support Staff Temp Team Tips



1

Welcome and thank you for attending your interview with Slade Group. By now you will have read our On-hired Agreement and read & signed our Authority to Represent.

Please read the Slade Group OH&S Policy which can be accessed at www.sladegroup.com.au/downloads.html

4

Your Consultant will be in contact regarding suitable jobs that may interest you. If you accept the assignment, an assignment confirmation will be emailed with all details, alongside an OH&S checklist to be completed with your supervisor on your first day.

2

When you next log onto your own PC you will have received an online candidate survey to complete. It's important we receive your feedback in order for us to continue to improve our services.

5

When successful for an assignment, you will receive an email with information on our online timesheets. This email will include a User ID and Password that you will need to take with you to your assignment so you can access your timesheets at work.

3

Please keep in touch with your Consultant on a weekly basis to update your availability or to let us know you've found work.

6

On the last working day of each week, please submit your timesheet for approval. Approved timesheets are processed every Tuesday and you will receive your pay into your nominated bank account on the Wednesday. If there is a public holiday at the start of the week then our pay run will be delayed by 24 hours. Please let us know immediately if your timesheet approver is absent or unavailable to approve your timesheet.



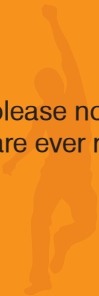
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7

As your employer, please notify our Temporary Division immediately if you are ever running late or unable to attend work.



8

We look forward to assisting you with your job search.



At Slade we value our environment, this and all our forms can be read at sladegroup.com.au/downloads.html

Slade Melbourne
Level 7, 15 William Street
Melbourne
Victoria 3000
P: 03 9235 5100

Slade Sydney
Level 14, 20 Hunter Street
Sydney
New South Wales 2000
P: 02 9006 8777

Slade Brisbane
Level 5, 320 Adelaide Street
Brisbane
Queensland 4000
P: 07 3221 4022



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