Order Instructions for Spherion Staffing, LLC

1. The State submits an order to the closest Spherion office with, including, but not limited to: job title, job description, location, length of assignment (not to exceed 480 hours), specific or additional pre-employment screenings, wage range (per hour), requesting department/agency, and appropriate State contact.

2. Potential candidates undergo reference checks and assignment skill set matches. Please notify Spherion of additional pre-employment criteria at the time of order submission.

3. Candidates passing pre-employment screenings are interviewed, evaluated, oriented, and can undergo additional skills testing to assess various levels of competency.

4. The State and Spherion select final candidates, extend job offer, and candidates begin assignment.

Additional Considerations

1. Payroll: Spherion pays candidates weekly. Candidates will present paper timesheets at completion of the work week for authorization. If supervisor of department is not available, please designate another individual to authorize timesheet. Payroll is processed on Monday for the previous week and submitted by 10:00AM. Employees cannot be paid without authorization of agency contact. Overtime is over forty (40) hours in work week, hours calculated to next quarter hour.

2. Site visits: To better recruit and assign associates to your location and agency, we appreciate the opportunity to do a brief meeting so that we can familiarize the Spherion associate before starting.

Please feel free to contact any of our office locations to answer your questions and provide assistance. We appreciate feedback as to how our associate is performing and your input is valued. We look forward to working with you!