

Working for **Advance Staffing**: *The Do's & Don'ts*

- 1) Arrive on time
 - Directions
 - Traffic Conditions
 - Parking
 - Security
 - What if you're late?
- 2) Be prepared
 - Proper Uniform (tux or polo)
 - Catering tools (wine key, matches, pen & paper)
 - Client contact (know name of supervisor & company)
 - Nature of assignment
- 3) Have a positive attitude
 - Smile
 - Introduce yourself
 - Be PROFESSIONAL!
 - Getting along with others
- 4) Be flexible
- 5) Honor your commitments
- 6) When in doubt – ASK!
- 7) Play it safe
- 8) Cleanliness & Hygiene
- 9) Work hard & look busy at all times
- 10) Never, ever do anything that would jeopardize our relationship with our clients!!!