



## A REFERENCE GUIDE FOR NEW CANDIDATES

*Below are some of the most frequently asked questions from candidates working with The Alpha Group, Inc. We hope this information provides you with more insight as to how to proceed toward success:*

### **How do I access information about The Alpha Group, Inc.'s policies and procedures?**

The Alpha Group, Inc.'s Employee Handbook can be downloaded at any time on our company's website ([www.thealphagroup.com](http://www.thealphagroup.com)). We also have hard copies at our office, which can be requested.

### **How long will I have to wait to get a job?**

We cannot guarantee a time frame on an available job which meets your skill set. We will keep your file on active status until you tell us otherwise. We will notify you of appropriate positions in a timely manner.

All employment hinges on us securing from you the federal and right to work documentation.

### **How do I check in for work?**

Candidates should check in weekly. Call us at (508) 285-8500 to inform the staff regarding any changes in contact information or if you have found work elsewhere. Or, you can check in on our website ([www.thealphagroup.com](http://www.thealphagroup.com)). Select "Contact Alpha" in the upper-right-hand corner and enter your information to check in.

### **Who is my employer when I accept an assignment?**

The Alpha Group, Inc. is your legal employer. You are required to follow The Alpha Group Inc.'s policies and procedures.

### **When will my temporary-to-permanent job assignment transition to permanent?**

Transition time depends on the client's needs, but on average, transitions have taken place after 90 days. Plans and expectations are frequently set before a position is filled, allowing you to prepare accordingly.

### **Can I work overtime hours?**

Overtime depends on the client's needs and must be approved by an Alpha Group recruiter.

### **What should I do if I cannot work due to illness, a personal issue or I need to leave early?**

You are required to contact The Alpha Group, Inc. if you are going to miss any part of a work day. Call (508) 285-8500 during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) and at least two hours prior to start time. After work hours, call (608)234-2960. Communication is essential for success.

### **What should I do if I have any issues with my placement?**

Your first call should be to The Alpha Group, Inc. with any job related problems or concerns.

### **Does The Alpha Group drug test?**

Yes. During an assignment drug testing may be administered at the home office or a medical facility for the following reasons: pre-employment, reasonable suspicion, and immediately following a work-related accident. Refer to the employee handbook for complete details.

### **How will I know when an assignment is ending?**

A representative from The Alpha Group, Inc. will contact you immediately by phone and/or email when an assignment is about to end. Please contact The Alpha Group, Inc. **immediately** if the client informs you that your assignment is ending.

### **What if I find another job during an assignment with The Alpha Group, Inc.?**

The Alpha Group, Inc. requires a two week notice before terminating employment.