

Gulfstaff LLC

SUPERIOR STAFFING SOLUTIONS

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What you need to know about working for Gulfstaff: Important Information for Gulfstaff Applicants and Employees

Dear Gulfstaff Applicant and Prospective Employee,

We'd like to welcome you to Gulfstaff and congratulate you for making a decisive move to better your work status and enhance your working future. We intend to be the preeminent staffing firm on the Gulf Coast elsewhere and want you to reap the benefits of that, but we know we can't achieve that goal without you and all our Gulfstaff employees. Together we make a great team!

This letter contains information that will help explain our application process and also will give you key tips to help you excel in your new position. Please hold onto it and refer to it as you need to from time to time. Okay, let's get started!

What are the qualities of a Gulfstaff employee?

A Gulfstaff employee embodies three key qualities. They are:

INTEGRITY

Honesty is preeminent. Without it, we have nothing to discuss. It is the basis of our relationship, and the relationship between you and your ultimate employer. Whether it is answering questions about yourself and your background honestly and completely, keeping your time accurately, or respecting the property and "trade secrets" of your working environment, integrity is the No. 1 quality of the Gulfstaff employee.

RELIABILITY

Do you show up for a job when you are expected to? On time, ready to go to work? Do you stay on the job until your work day or shift is over? Do you do what you say you are going to do, and only promise what you are sure you can deliver? These are qualities that will serve you well in all aspects of your life and are essential to succeed in your working life and as a Gulfstaff employee.

Really focus on being reliable and you will find that you earn the respect of all around you.

COMPETENCE

It goes without saying that you are hired to do a specific job and you are expected to perform your duties competently and correctly. The higher the skill level of the job, the greater the competence demanded. Gulfstaff attempts to place its employees in jobs that take advantage of their skills and experience and allows them to grow their capabilities, but without unduly pushing them beyond their abilities. It is up to you to perform your job competently and conscientiously.

The Gulfstaff Application Process

Gulfstaff's application process is probably a little different than you may be used to. That's because we work with what is called a Professional Employer Organization (PEO). This applies to our temporary and temp-to-permanent employees. A standard two-step process (the first two of the three steps described here) applies to those applicants seeking a permanent job placement:

1. We have you complete our Gulfstaff Employment Application. This application gives us important information we need to evaluate your experience, skills, and background, and the kinds of jobs and pay level you are seeking and may be eligible for. It also provides us with personal information we will need to set up a file on you and to contact and correspond with you. We need you to complete this application even if you have supplied a resume or detailed cover letter, and it is important that you complete this application as completely, accurately, and legibly as possible. Along with this information, we will conduct an interview with you as well to help us better understand your abilities and aspirations. This might be a face-to-face or a telephone interview. We also will do pre-employment background checking, including calling your references and former employers (you have the option of asking us not to contact any of those).

2. Armed with the information from your Employment Application and interview, as well as any supplemental information you may have supplied through a resume or other documentation, we then attempt to make a match between your skills and experience and the requirements of our client employers. We are likely to interact with you along the way to clarify questions and to verify your interest and suitability for any given positions. Once we find a match, we will make you an offer or proposal which will be up to you to accept or reject. If you are seeking a permanent placement, once we are done with any additional background checks required by the employer (these might include drug or alcohol tests, certification verifications, or other checks) and negotiate the final details of your placement, you will be transferred to the employer's payroll and our involvement – other than following up on your performance and your and your employer's satisfaction with your placement – ends.

3. If you are being placed in a temporary or temp-to-perm position, you will be asked to complete a second application. This is one provided by our PEO, FrankCrum of Clearwater, Florida, and it also must be completed accurately, legibly, and in full. In some cases, you may be asked to complete the FrankCrum application at the same time you complete our application. You also will be asked to verify your legal eligibility for employment and complete a W-4 form to determine your tax withholding deductions. We then pass on this application to FrankCrum who may in some cases make its own background checks. Once we receive approval from FrankCrum, which may take up to several days or more, we are then authorized to hire and place you. Technically, you will be both a Gulfstaff LLC and a FrankCrum employee. FrankCrum is responsible for your payroll, deductions, Workers' Compensation and Unemployment Insurance coverage. We are responsible for overseeing your placement, collecting and passing on your weekly timesheets, and interacting with you. The employers with whom we place you are responsible for your day-to-day supervision on the job.

4. Once all the paperwork is in place and you are ready to start work we will send you a form letter giving you information on where, when, and to whom to report, and details about filing your hours and other matters related to your placement, as well as a form letter introducing you to your new supervising employer. At that point, you report to your new placement -- and welcome aboard to Gulfstaff LLC!