



GRAHAM PLACEMENT AGENCY

TEMPING IS TEMPTING

Guidelines that support professionalism to
Enhance Energize and Empower your career.

A Priorities of Temping

1. A helpful attitude
2. Punctuality benefits everyone so please, use all of the appointment time, not more or less.
3. Blending in and going with their flow.
4. Doing the best you can as you work within the guidelines of the practice.
5. Awareness that you may be perceived as rough because you're new to them or because the permanent RDH's working pressure is different from yours.

B Confirming your reserved placement(s) with the receptionist creates connection and confidence. Please telephone, at your first convenience and not the day before if possible, and confirm:

1. The date(s).
2. The hours, including the time reserved for lunch. Offices expect you 15 min before the first patient as a courtesy time which is not to be included on your timecard.
3. Directions to the office.
4. Answers to any questions you may have regarding the day.
5. When you can expect your paycheck to be mailed.

C It's our pleasure to serve you and be sure that TEMPING IS TEMPTING. Please telephone Char or me whenever you want helpful ideas and support. We're part of your team!

Thank you for choosing Graham Placement Agency. Liz Graham, RDH Founder

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