



EMPLOYMENT CONTRACT & POLICIES

When Interviewing Consultants, Inc. (heron known as ICI) requires the service of Employee to service its clients; and Employee wishes to provide his/her services to ICI, payment of an hourly rate will be agreed upon prior to each assignment. All requirements and hours of assignment will be given to the employee prior to the assignment start date.

1. Employee agrees to perform such duties as assigned from time to time by clients of ICI with whom they are placed (Clients); and shall at all times devote his /her best efforts and time required for the completion of the duties and obligations assigned by the clients.
2. In the event that Employee anticipates absence from a work assignment, Employee shall notify ICI as soon as possible by calling (312) 977-4603.
3. For all services rendered by Employee, ICI shall pay Employee an amount as hereinabove described. Employee shall be paid for his/her services, after 12:00 p.m., on the Tuesday immediately following the week in which the services were performed, unless a holiday week, provided that the signed timesheet has been received by ICI on or before 9:00 a.m. Monday immediately following the week in which services were performed. I understand that I will not be paid until ICI receives a timesheet signed by Employee and Supervisor for each assignment and that timesheet must be submitted to ICI within 14 days. PLEASE NOTE: if a check needs to be reissued, any related charges and a Stop Payment Charge are Employees' responsibility. Mailed checks will go out at 3:00 p.m.
4. Employee agrees not to accept any temporary work or permanent employment, whether directly or through another agency, with any of our clients, any of its' subsidiaries or affiliates, or referred by our client to another employer within one year from the last year from the last date of our referral or the ending date of the temporary assignment. A breach of this provision shall entitle ICI to recover loss of revenue, attorney and court costs.
5. Employee understands and agrees that upon completion at assignment location it is his/her responsibility to report to the Temporary Department in person by 8:00 a.m. the following workday as to Employees' availability & receive location and details of the next assignment. It is Employee's responsibility to call daily. If Employee does not comply with this policy, Employee will be considered a "Voluntary Quit" and "Not Available for Work."
6. Employee understands that any of following are grounds for termination; Terminating assignment without notifying ICI, walking-off assignment with no notice, discussing pay rate while on assignment, poor attendance, poor work performance, tardiness, drug or alcohol abuse and sexual harassment.
7. Any of the information that I learn on a temporary assignment through ICI is strictly confidential.
8. Personal phone calls are only to be made in cases of emergency.
9. Background checks, reference checks and criminal record checks may be done for the purpose of Employee's placement. I give permission for such checks, along with permission to release information to third parties for the purpose of Employee's placement.
10. ICI Employee Policies has been given and explained to me.

I fully understand, accept and agree with and will comply with the above policies of ICI.

BY: Employee: _____ Date: _____

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