

INFORMATION SESSION

Version 1



the job shoppe

WELCOME TO TJJS

hello.



ABOUT THE JOB SHOPPE



On a mission to match skillful candidates with leading companies so they can work together towards a common goal and position themselves for future growth.



Since 2003 The Job Shoppe has been helping candidates, throughout Canada and the United States, find fulfilling new roles that fits their skills, experience and career goals.



THE JOB SHOPPE'S TEAM

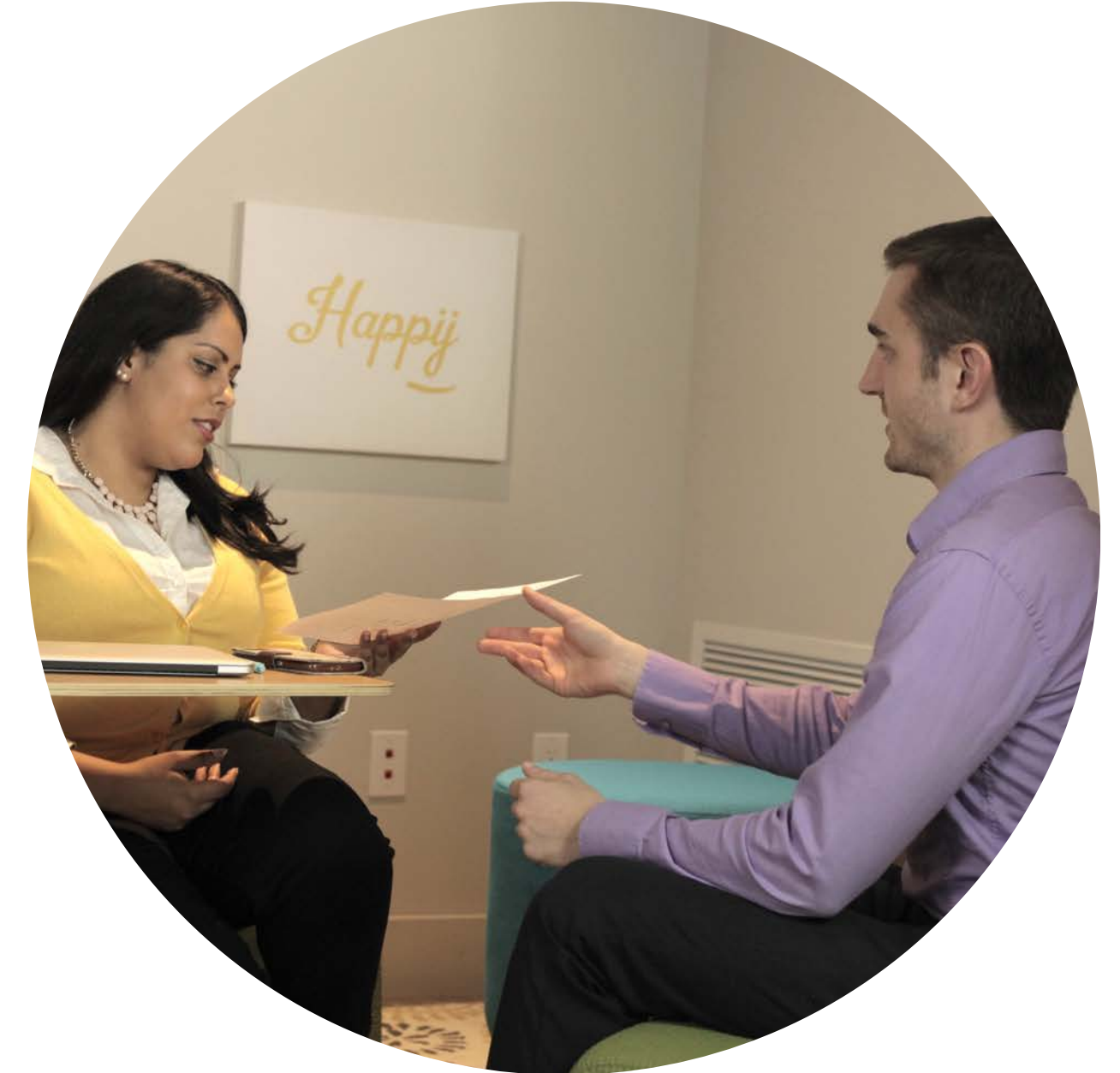
PASSIONATE



EXPERIENCED



ADVOCATE



EMPLOYMENT AGREEMENT



CONFIDENTIALITY

THE JOB SHOPPE

- All associate personal information is kept confidential unless required by an verified outsider company

AT YOUR ASSIGNMENT

- To keep their rate of pay confidential
- NO PHOTOS OR VIDEOS while working
- Respect and abide by the client's privacy and confidentiality policies
- Associates will be required to sign off on a confidentiality agreement

COMMUNICATION METHODS



EMAILS



TEXT
MESSAGES



PHONE
CALLS



SOCIAL
MEDIA



/thejobshoppe



/thejobshoppe



/thejobshoppe



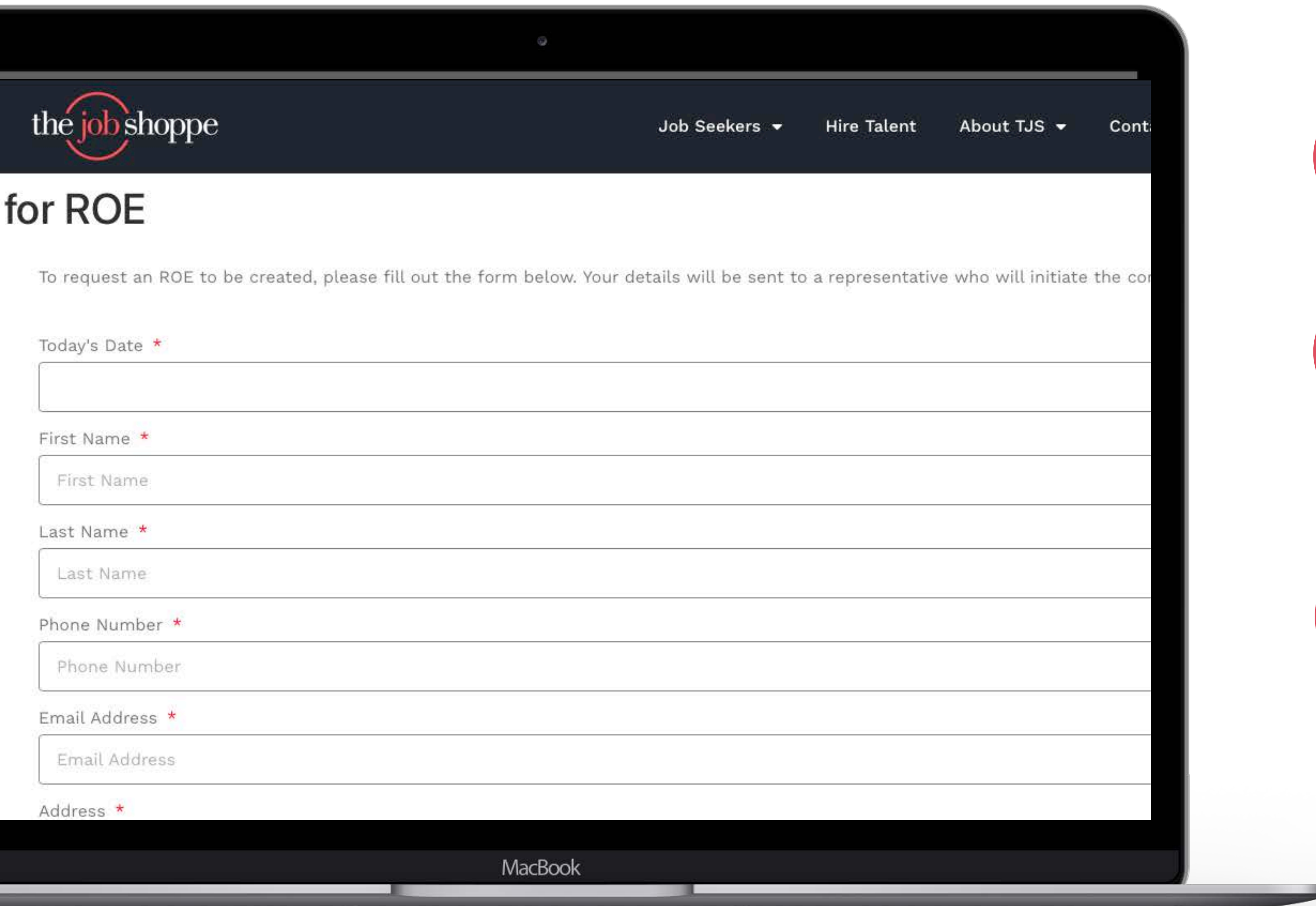
/company/the-job-shoppe_2

PROGRESSIVE DISCIPLINE POLICY



*The Job Shoppe reserves the right to effect immediate termination should the situation be warranted

Providing Notice and Record of Employment



the job shoppe

Job Seekers ▾ Hire Talent About TJS ▾ Cont

for ROE

To request an ROE to be created, please fill out the form below. Your details will be sent to a representative who will initiate the cor

Today's Date *

First Name *

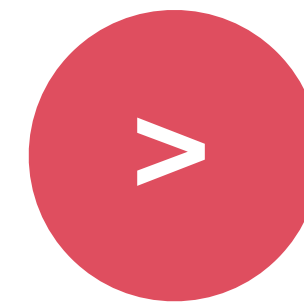
Last Name *

Phone Number *

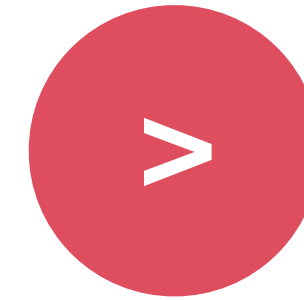
Email Address *

Address *

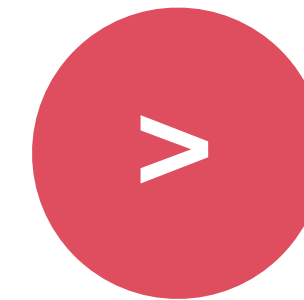
MacBook



Provide two (2) weeks written notice



Complete the Request for ROE form online at thejobshoppe.com/request-for-roe/

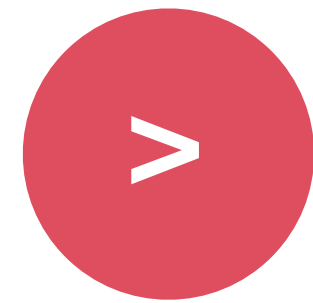


ROE's are processed on the Friday of the week AFTER the request

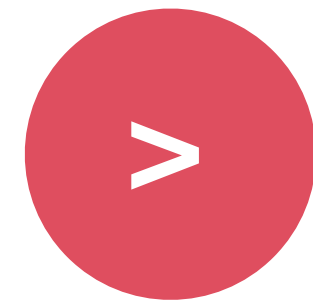


TOTAL REWARDS

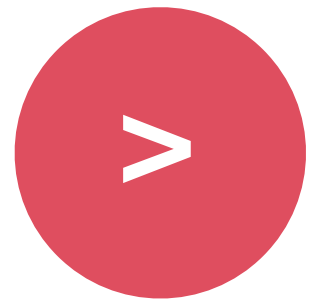
Benefits



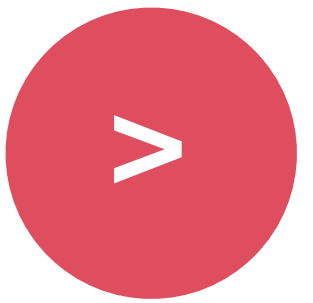
A variety of plans available with competitive pricing



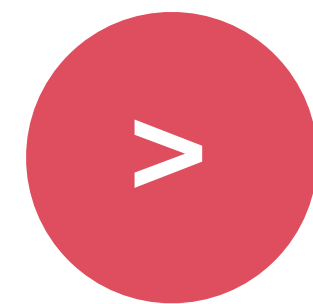
Ongoing coverage, as long as you need it



Hassle-free claims with you GSC ID card



Mobile platform access



Easy sign up through our introduction email

The logo for healthassist, featuring a stylized 'h' made of green and grey loops, followed by the word 'healthassist' in a grey sans-serif font with a registered trademark symbol.

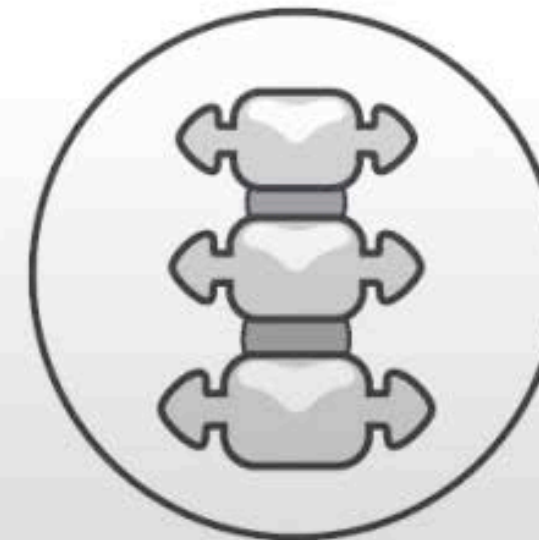
**PRESCRIPTION
DRUGS**



DENTAL



VISION



CHIROPRACTOR



**EMERGENCY
MEDICAL TRAVEL**



MUCH MORE

Exclusive WorkPerks



Work Authority to provide you with a 17% discount on the gear and apparel you need for work.

This discount applies to all purchases of all regular priced merchandise in store.



SEEN Vision Care to provide you with a discount on prescription safety glass:

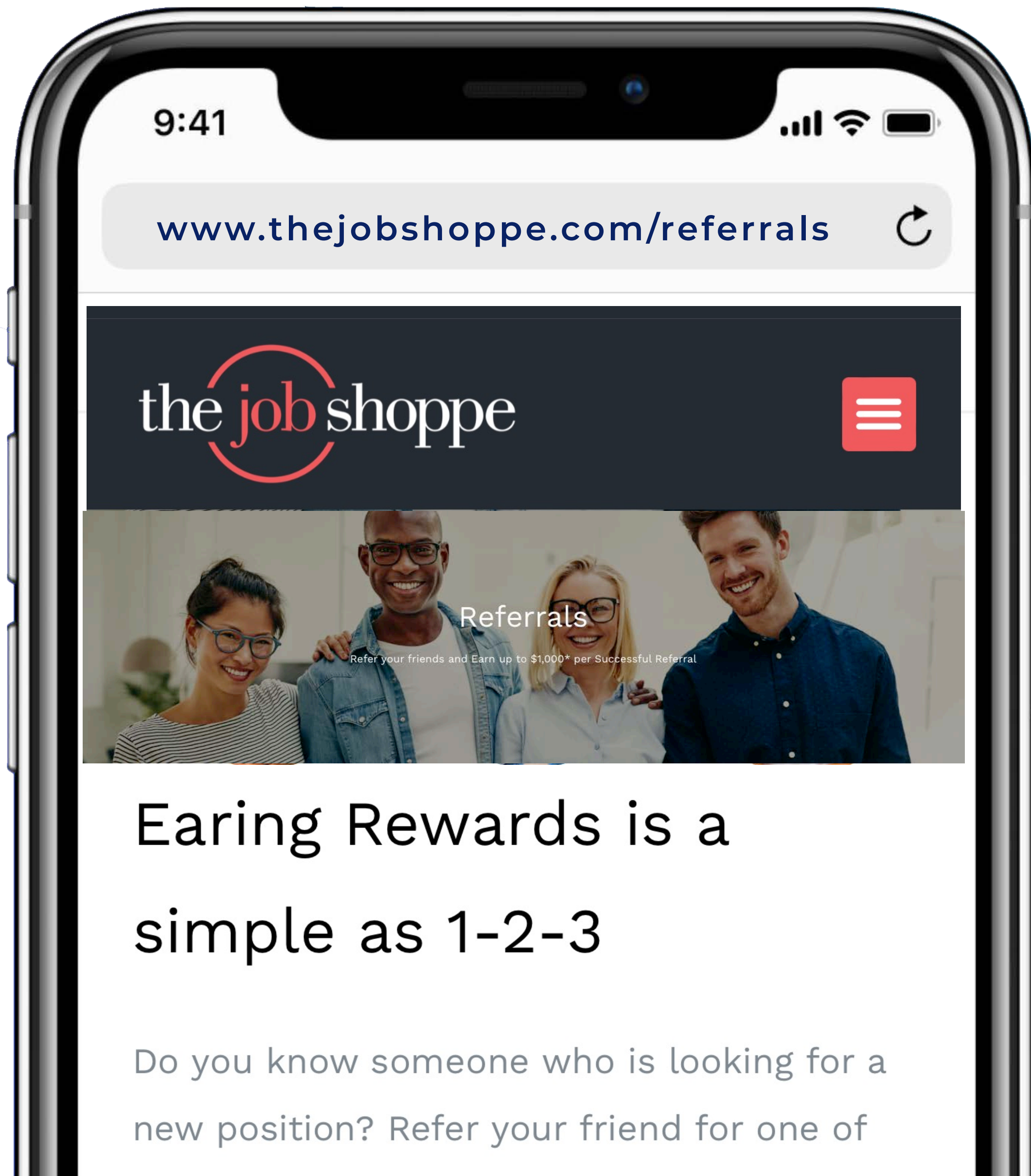
- Single - \$150.00 with frames
- Bifocal - \$200.00 with frames
- Progressive - \$250.00 with frames

Bring your prescription with you

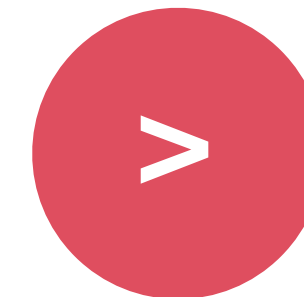


Your Perkopolis membership provides you with significant savings on national brands and includes the following categories: entrainment, travel, attractions, shopping, health, wellness, sports and more.

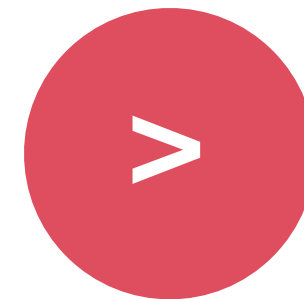
Referral Program



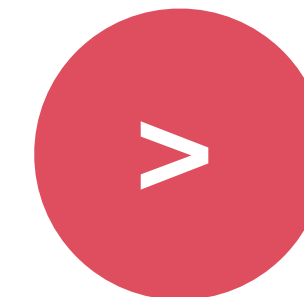
You Can Earn Up To \$100
in rewards for each successful referral*



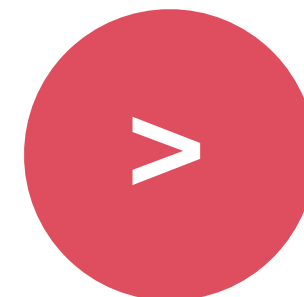
Submit your NEW candidate referral online at thejobshoppe.com/referral



A recruitment will contact your referral and complete the process



Rewards Schedule: \$25 at 40-hrs, \$25 at 160-hrs and \$50 at 480-hrs



Rewards are paid out via digital gift card(s) once a month



ASSOCIATE DUITES AND WORK EXPECTATIONS

Associate Duties and Work Expectations

1

Provide your weekly availability

2

Communicate opening with your recruiter and provide feedback

3

Arrive on time and ready to work for every shift

4

Follow The Job Shoppe's HR and Health and Safety policies

5

Follow all client policies and procedures while on assignment

6

Work happily and be a positive ambassador for The Job Shoppe



PERSONAL HYGIENE AND APPROPRIATE ATTIRE

Required PPE



Hair is tied back

Associate ID
Badge



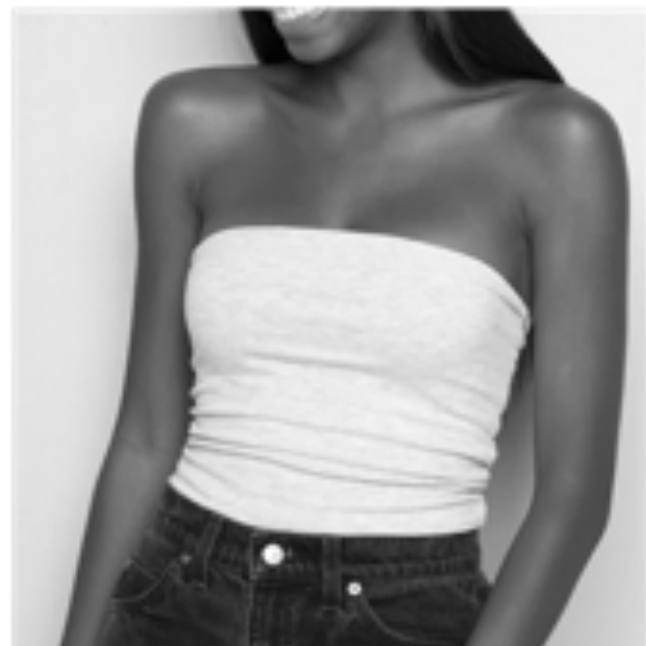
Sleeved plain shirt

Long pants which
reach your ankle



CSA or ANSI compliant
safety footwear

Inappropriate Attire



Cellphone, Audio and Headphone Use



NO CELLPHONES



**NO AUDIO/
ELECTRONIC
DEVICES**



NO HEADPHONES

Smoking, Vaping and Chewing Tobacco Use



NO SMOKING



NO VAPING



**NO CHEWING
TOBACCO**

Drug and Alcohol Use



NO DRUGS



NO ALCOHOL

POSITION DISPATCH AND YOUR ASSIGNMENT DETAILS SHEET

**ASSIGNMENT DETAILS:
PRODUCTION ASSOCIATE**

the job shoppe
LON
(51
london@thejobs
thejobs

ABOUT THE ASSIGNMENT

🏢 Company Name	The Job Shoppe	📍 Company Location 200 Commissioners Rd East Unit 920 London ON N5Y 1C5
🕒 Shift & Hours	8am to 5pm	
👤 Who To Report To	Amanda	
💰 Pay	\$15.00/hr	
⌚ Overtime	N/A	
★ Type	Ongoing Assignment	
★ Special Notes	N/A	

ASSIGNMENT DUTIES

A hand is shown using a fingerprint scanner on a wall-mounted device. The device has a screen and a keypad. The background is a plain wall. The text 'ATTENDANCE POLICIES' is overlaid in white, bold, uppercase letters, with a white horizontal line underneath it.

ATTENDANCE POLICIES

HOURS OF WORK



**WORK
WEEK**



**AVAILABLE
SHIFTS**



**ARRIVAL
TIME**



**OVERTIME
OPTIONS**

PROVIDING YOUR AVAILABILITY



Candidates are required to email their weekly availability



DO NOT call the phone line to provide this update



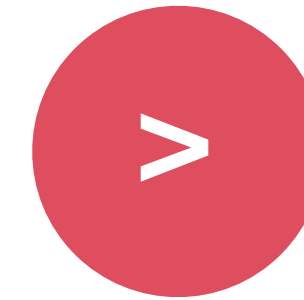
Your recruiter will contact you directly when they have an assignment for you



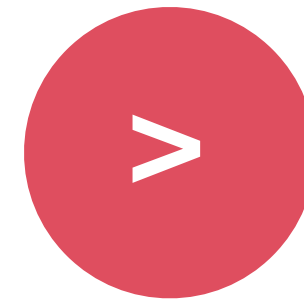
Candidate profiles become inactive if we do not receive your weekly availability



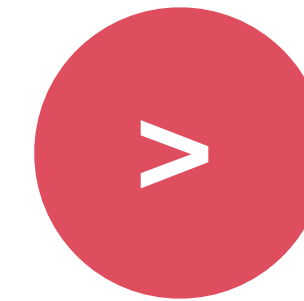
CALLING IN ABSENT



You are required to call in a late or absence at least 4 hours in advance



If your are ill for multiple days, you are required to call in each day before your shift



Some clients have their own attendance line, if this is case you will be informed and required to use this instead of calling The Job Shoppe

RIGHT TO DISCONNECT FROM WORK (BILL 27)



Associates are entitled to disconnect from work outside regular working hours without fear of reprisal



Managers are responsible for taking all reasonable steps to ensure that associates are able to disconnect from work outside their normal work hours



Associates are responsible for effectively managing their work in order to reasonably complete work within their normal working hours, as well as advise their manager of any concerns



ELECTRONIC MONITORING (BILL 88)



The Job Shoppe values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored.



The Job Shoppe collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests.



Communication including e-mails, inbound and outbound calls, chats, SMS and other electronic communications



Computers & Internet usage including files, search history, duration of usage and social media sites



Security including access to facilities using keycards, security cameras, access codes, etc.



Workforce tools using apps, time & attendance systems, GPS, and biometric technology.

WORK LEAVES



As per the Employment Standards Act or ESA, each employee is entitled to a variety of work leaves based on their situation



If you require a leave from work, it is your responsibility to contact your recruiter



Complete the worker's leave form



STATUTORY HOLIDAYS



A statutory holiday is a public holiday in which all associates are entitled to have off work. These include:

- New Year's Day
- Family Day*
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday*
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day



The only exception to this list is Family day in February and the Civic holiday in August. Our clients generally only observe one of these holidays, not both.

REQUESTING TIME OFF

>

Requests should be submitted at least two (2) weeks in advance

>

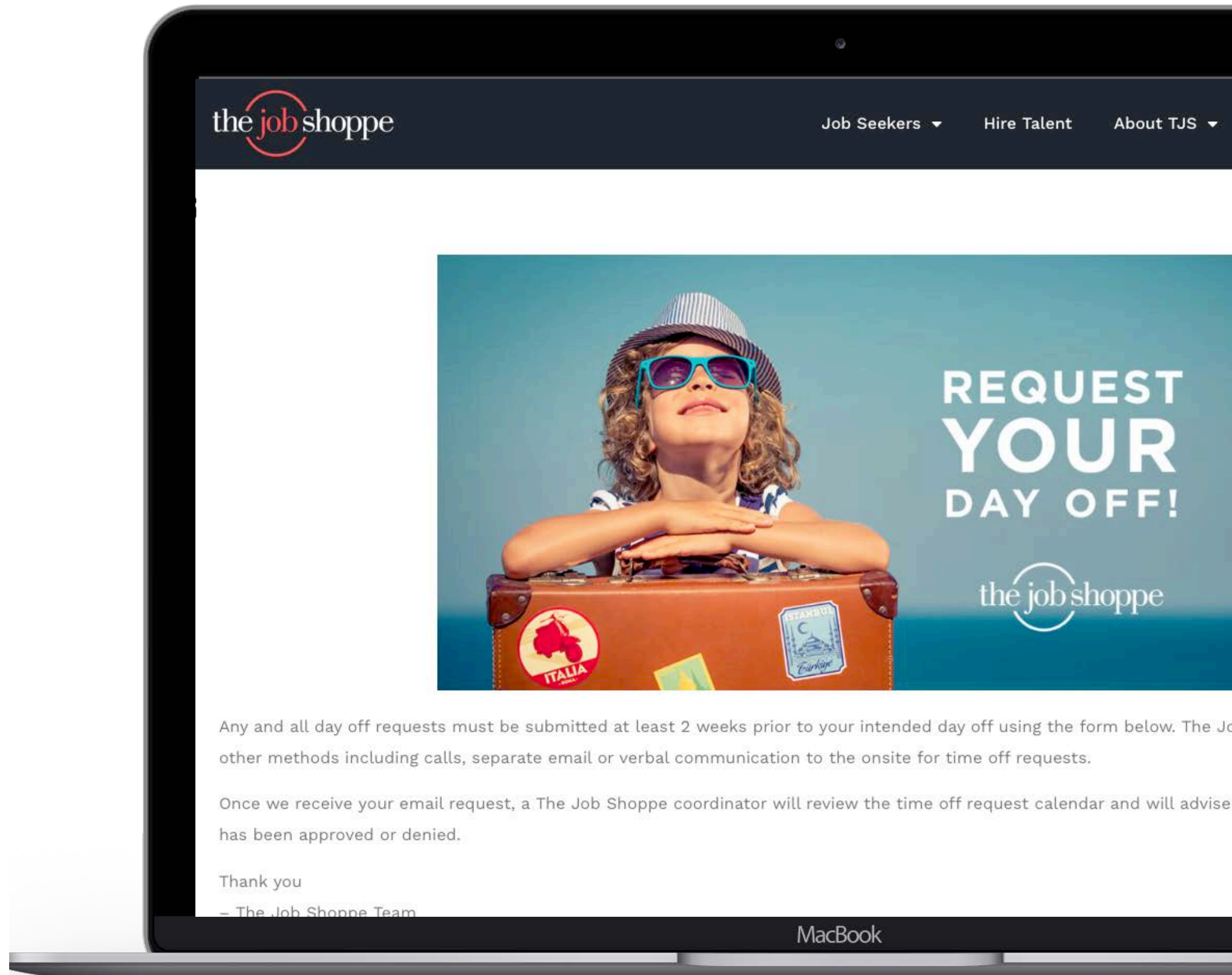
Complete the Time Off Request form online at thejobshoppe.com/timeoff

>

Associates will be advise if their un-paid time off has been approved or denied by email

>

Time off requests are on a “first come, first served” basis and is based on the production needs of our clients



A person is shown from the chest down, wearing a dark denim shirt. They are holding a large, silver, vintage-style calculator in their right hand and a pen in their left hand, poised to write. The background is a blurred office setting with a laptop and papers on a desk. The entire image has a teal overlay.

PAYROLL POLICIES

GETTING PAID



**PAYROLL IS
ONE WEEK
BEHIND YOUR
WORK WEEK**



**ASSOCIATES ARE
PAID WEEKLY
ON FRIDAYS**



**RATE OF PAY IS
DETERMINED
BY YOUR
ASSIGNMENT**

THE JOB SHOPPE INFORMATION SESSION

HOURS TRACKING



SWIPE IN/OUT

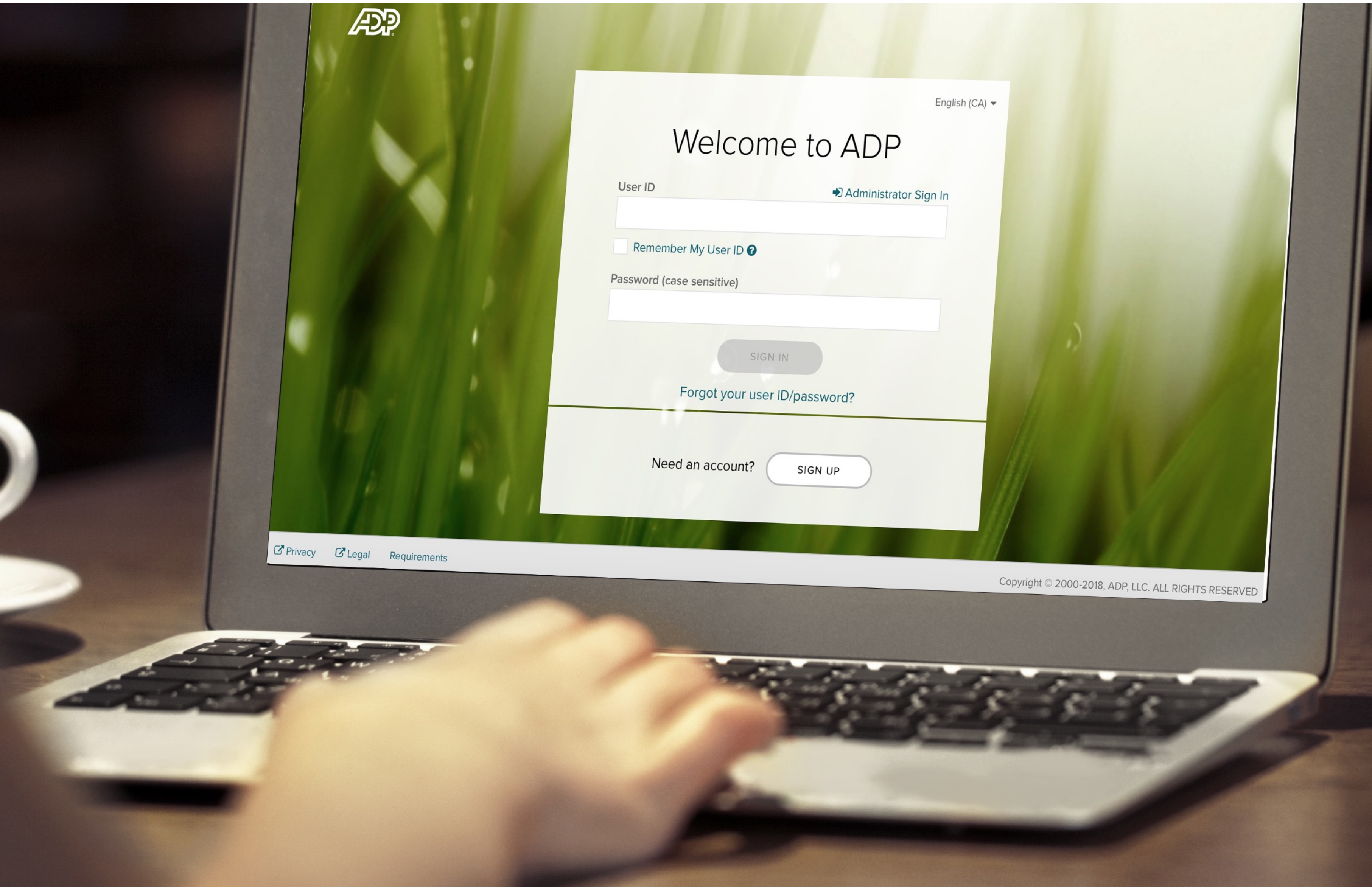


SIGN IN SHEET

An 'Employee Time Card' form from 'the job shoppe'. The form includes fields for 'Last Name', 'First Name', 'Week Ending Date - Saturday (MM/DD/YYYY)', and 'Company'. It also has a section for 'Hours Worked' with columns for 'Day', 'Start Time' (Hour, Minutes), 'Lunch', 'End Time' (Hour, Minutes), 'Daily Total' (Hour, Minutes), and 'Supervisor Sign Off'. The days listed are Sunday, Monday, Tuesday, Wednesday, and Thursday. A 'Total Hours Worked' section is at the bottom.

ASSOCIATE
TIME CARDS

ONLINE PAYROLL PORTAL



DIRECT DEPOSIT



>

The Job Shoppe uses direct deposit to pay you weekly

>

It is your responsibility to provide us with your current banking information prior to beginning work

>

It is your responsibility to notify us if your banking information changes

>

Banking changes can take up to two (2) weeks to process

>

If a manual cheque is issued due to a lack of DD info, \$5.00 CND will be charged

PAYROLL DISCREPANCY



The Job Shoppe and its internal staff strives to process payroll error free



It is your responsibility to verify the accuracy of your pay stub each and every week



If you do find a payroll discrepancy, please inform The Job Shoppe as soon as possible



We are unable to investigate discrepancies surpassing a period of one month



VACATION PAY

the job shoppe

Job Seekers ▾ Hire Talent About TJS ▾ Contact Us Find a Job

Canadian Vacation Payout Request Form

Associates from The Job Shoppe accumulate 4% vacation pay on each week paycheck. Associates can request a payout of their accumulated vacation pay by completing the form below.

Please submit the Vacation Payout Request Form to request your vacation pay to be added to your paycheck. All requests must be received no later than **Friday at 4pm** in order to be included in the next week's pay cheque to be paid out the following Friday. The Job Shoppe will not accept any other request methods, including phone calls, separate emails or verbal communications.

Once The Job Shoppe receives your request, a representative will review and process the request for the following payroll cycle.

First Name *

Last Name *

Phone Number *

Email Address *

Client Name *

>

4% vacation pay accumulates on each of your pay cheques

>

Complete the Vacation Payout Request form online at thejobshoppe.com/request-for-vacation-pay/

>

The deadline for vacation pay is 4pm on Friday afternoon to make the following week's paycheck - no exceptions

>

We are UNABLE to separate the amount requested into multiple pay cheques

STARTING YOUR ASSIGNMENT

NEXT STEPS



**COMPLETE THE
FORMS AND
SIGN-OFFS**



**POSITION
DISPATCH AND
ASSIGNMENT
DETAILS SHEET**



**READY TO WORK
AND WORK
HAPPILY**

CONTACT INFORMATION

The Job Shoppe's Phone Number:

#519-979-4400

The Job Shoppe's Email:

jobs@thejobshoppe.com

HR Contact Email:

hr@thejobshoppe.com

The Job Shoppe's Website:

thejobshoppe.com



A man with glasses and a beard, wearing a white safety vest over a dark long-sleeved shirt, stands with his arms crossed in front of a brick wall. The image has a blue tint.

THANK YOU!
