Personnel Plus, Inc. © 2013

We are a Personnel Service

Personnel Plus

STANDARD Operating manual

Table of Contents

[1.1.1 Organizational Chart 5](#_Toc359276637)

[1.1.2 Standard Policies 5](#_Toc359276638)

[Standard of Conduct 5](#_Toc359276639)

[2.1.2 Non-Disclosure Agreement 0](#_Toc359276640)

[Nondisclosure Agreement 0](#_Toc359276641)

[3 Procedural Blurbs 0](#_Toc359276642)

[4 Job Specific Procedures 0](#_Toc359276643)

[5 Daily Expectations 0](#_Toc359276644)

[6 0](#_Toc359276645)

[Daily Expectations 0](#_Toc359276646)

[Do’s and don’ts 0](#_Toc359276647)

[Front Office 0](#_Toc359276648)

[Receptionist 0](#_Toc359276649)

[Standard Operating Practice 0](#_Toc359276650)

[Basic Duties 0](#_Toc359276651)

[Front Office Job Description 0](#_Toc359276652)

[Receptionish Role 0](#_Toc359276653)

[Employment Verification Protocol 0](#_Toc359276654)

[Generic Boise Procedures 0](#_Toc359276655)

[Receptionist & Job Duties [Kelli Overlaps] 0](#_Toc359276656)

[Office Visitor 0](#_Toc359276657)

[Incomplete Enrollment Logging 0](#_Toc359276658)

[Quality Assurance Clls-Temps 1](#_Toc359276659)

[Applicant Sign In 0](#_Toc359276660)

[Daily & Weekly Duties 0](#_Toc359276661)

[Telephone Procedure 0](#_Toc359276662)

[Receptionist Procedures 0](#_Toc359276663)

[Front Office Agreement 0](#_Toc359276664)

[WOTC Asset 0](#_Toc359276665)

[Internet usage and related social media 0](#_Toc359276666)

[Revised New Applicant Procedure 0](#_Toc359276667)

[Front Office Coordinator 0](#_Toc359276668)

[Personnel Supervisor Job Duties 0](#_Toc359276669)

[Marketing – job description 0](#_Toc359276670)

[Employee Selection Process 0](#_Toc359276671)

[Recruiting Ideas 0](#_Toc359276672)

[Employee Selection 0](#_Toc359276673)

[Employee Assignment Confidentiality 0](#_Toc359276674)

[Marketing Representative Job Duties 0](#_Toc359276675)

[Placement Job Duties and Priorities 0](#_Toc359276676)

[Workers Compensation 0](#_Toc359276677)

[Personnel supervisor 0](#_Toc359276678)

[Payroll Procedures 0](#_Toc359276679)

[Enrolling Client to VMS 0](#_Toc359276680)

[7 Marketing Materials 0](#_Toc359276681)

[Recruiting 0](#_Toc359276682)

[Marketing Plan 0](#_Toc359276683)

[Speakers Bureau 0](#_Toc359276684)

[8 IT 0](#_Toc359276685)

[9 DRP.Current 0](#_Toc359276686)

[10 0](#_Toc359276687)

[11 Disaster Recovery Plan 0](#_Toc359276688)

[12 0](#_Toc359276689)

[13 Information Risk Assessment Checklist 0](#_Toc359276690)

[14 0](#_Toc359276691)

[15 Appendix – Signature Pages (Policies and Procedures) 0](#_Toc359276692)

[16 0](#_Toc359276693)

[17 Non-Compete Agreement (Internal) 0](#_Toc359276694)

[18 0](#_Toc359276695)

[19 Personnel Plus Internal Employee Handbook 0](#_Toc359276696)

[20 0](#_Toc359276697)

[21 Alternate Employee Handbook 0](#_Toc359276698)

[22 0](#_Toc359276699)

[23 Company Policy on Internet Usage 0](#_Toc359276700)

[24 0](#_Toc359276701)

[25 FB Post Ideas 0](#_Toc359276702)

[26 0](#_Toc359276703)

[27 Standards of Conduct and Discipline 0](#_Toc359276704)

[28 0](#_Toc359276705)

[29 Visio-Cost Centers and Departments 0](#_Toc359276706)

[30 0](#_Toc359276707)

[31 Visio-Timecard 0](#_Toc359276708)

[32 0](#_Toc359276709)

[33 Opportunity, Thank You 0](#_Toc359276710)

[34 0](#_Toc359276711)

[35 Seven Step Sales 0](#_Toc359276712)

[36 0](#_Toc359276713)

[10.1.15 Marketing Logs 0](#_Toc359276714)

[37 0](#_Toc359276715)

[10.5.1 Sales Representative 0](#_Toc359276716)

[38 0](#_Toc359276717)

[10.5.3 We Noticed Your Ad 0](#_Toc359276718)

[10.5.4 0](#_Toc359276719)

[10.7.1 Drug Screening Agreement, Outside Contractor 0](#_Toc359276720)

[39 0](#_Toc359276721)

[40 The Network 0](#_Toc359276722)

[41 Network DFS Replication Topology 0](#_Toc359276723)

[42 Skills Drawing 0](#_Toc359276724)

[43 1](#_Toc359276725)

[44 Visio-DFS Replication Topology 1](#_Toc359276726)

[45 0](#_Toc359276727)

[46 Data Loss Protection Levels 0](#_Toc359276728)

[47 0](#_Toc359276729)

[48 Cloud Backup and Recovery Plan 0](#_Toc359276730)

[49 0](#_Toc359276731)

[50 Backup and Shadow Configuration 0](#_Toc359276732)

[51 0](#_Toc359276733)

[52 Adobe89plug in how to 0](#_Toc359276734)

[53 0](#_Toc359276735)

[54 Final 0](#_Toc359276736)

[54.1 0](#_Toc359276737)

[57 Appendix 0](#_Toc359276740)

# Organizational Chart

# Standard Policies

## Standard of Conduct

Standard Operating Policy

## Non-Disclosure Agreement

### Nondisclosure Agreement

# Procedural Blurbs

Orphaned procedure line items

# Job Specific Procedures

# Daily Expectations

# Daily Expectations

# Do’s and don’ts

# Front Office

# Receptionist

# Standard Operating Practice

# Basic Duties

# Front Office Job Description

# Receptionish Role

# Employment Verification Protocol

# Generic Boise Procedures

# Receptionist & Job Duties [Kelli Overlaps]

# Office Visitor

# Incomplete Enrollment Logging

# Quality Assurance Clls-Temps

# Applicant Sign In

# Daily & Weekly Duties

# Telephone Procedure

# Receptionist Procedures

# Front Office Agreement

# WOTC Asset

# Internet usage and related social media

# Revised New Applicant Procedure

# Front Office Coordinator

# Personnel Supervisor Job Duties

# Marketing – job description

# Employee Selection Process

# Recruiting Ideas

# Employee Selection

# Employee Assignment Confidentiality

# Marketing Representative Job Duties

# Placement Job Duties and Priorities

# Workers Compensation

# Personnel supervisor

# Payroll Procedures

# Enrolling Client to VMS

# Marketing Materials

# Recruiting

# Marketing Plan

# Speakers Bureau

# IT

# DRP.Current

# Disaster Recovery Plan

# Information Risk Assessment Checklist

# Appendix – Signature Pages (Policies and Procedures)

# Non-Compete Agreement (Internal)

# Personnel Plus Internal Employee Handbook

# Alternate Employee Handbook

# Company Policy on Internet Usage

# FB Post Ideas

# Standards of Conduct and Discipline

# 

# Visio-Cost Centers and Departments

# 

# Visio-Timecard

# 

# Opportunity, Thank You

# 

# Seven Step Sales

# 

# Marketing Logs

# 

# Sales Representative

# 

# We Noticed Your Ad

# 

# Drug Screening Agreement, Outside Contractor

# 

# The Network

# Network DFS Replication Topology

# Skills Drawing

# 

# Visio-DFS Replication Topology

# 

# Data Loss Protection Levels

# 

# Cloud Backup and Recovery Plan

# 

# Backup and Shadow Configuration

# 

# Adobe89plug in how to

# 

# Final








# Appendix

# 