

A GUIDE FOR EMPLOYEES

WHO WE ARE

Established in 1998, we since have become one of the leading agencies for the placement of quality childcare professionals in the Cape Peninsula and surrounds. We offer you, our valued client:

- ☐ **Experienced** consultants– each consultant has a minimum of 5-10 yrs experience in the field so you are assisted by the **best**.
- ☐ Our clients are as **thoroughly** screened, as our candidates and we endeavour to anticipate and eliminate any problem situations long before you are sent for interviews.
- ☐ You can contact us any time during office hours to discuss a problem and be assured to receive the correct advice, legally and morally.
- ☐ We provide a solid contract that does not contravene any part of the Labour Law to ensure that you are protected at all times.

WHAT MAKES US DIFFERENT FROM THE REST

- ☐ We actually consider our candidates our clients too and are very supportive when you experience problems in your place of employment.
- ☐ The staff we placed, normally return to us when they want to look for new employment.
- ☐ We go the extra mile for you – if you have solid references and a good track record we will do our best to place you in a position which will benefit you most. We will also make sure that your contract protects your best interests.

HOW WE WORK

1. Complete the accompanying registration form with as **much detail as possible**.
2. Fax or email this back to us with your references, certificates etc BEFORE the interview – if possible. We like to have a look at your profile before you come in. This gives us the opportunity to **see** if there are any jobs that match your requirements and we can then discuss these at the interview.
3. Once we have received your profile we will call to set up an appointment with you. **ALWAYS CALL US IF YOU ARE GOING TO BE LATE OR NEED TO RESCHEDULE/CANCEL.**
4. We need the copy of your driver's license – but also need to see your original.
5. You also need to bring all the original certificates / diplomas to the interview unless you have sent certified copies to us.
6. A Registration Fee of R100,00 is payable once you have applied. This fee is a non refundable administration fee. Once your application has been approved you are a registered member of our agency for a period of 24 months and our services are available to you at all times.

WHAT HAPPENS AT THE INTERVIEW

1. We will take a photograph of you at the interview – so please look lovely!! This is the first introduction the client will have to you.
2. The consultant will ask various questions relating to your past and present work experience, your short term and long term goals and assessing your employment needs.
3. If we received your profile before the interview we may also have positions to discuss with you
4. You pay your **Registration Fee of R100,00** after the interview.

WHAT HAPPENS AFTER THE INTERVIEW

1. We will now verify all references and make notes on your profile – these notes will be seen by prospective employers. **For those whose previous employers live abroad we will need email addresses** to send a reference check form to them to complete.
2. Once all your references have been verified, we will start sending out your CV to clients. HOWEVER, we will not do this without your permission. Via web sms we will send you details of the job and request that you reply with YES/NO and your name.
3. DO NOT PHONE US EVERY DAY OR EVEN EVERY SECOND DAY – we deal with a large number of calls on a daily basis. We will notify you as soon as the client has come back to us to let us know what time/date they can meet with you.
4. It is not custom for the client to phone you directly to arrange an interview and if a client has done so, please notify us immediately. We will again send you a WEB SMS to confirm the details for the interview and ask you to reply.
5. Once you have been for the interview, please send us a sms to let us know how it went. We will also be in touch once we have had feedback from the client
6. If a client makes a job offer at the interview and you accept, please notify us immediately. **We recommend that you don't accept job offers at the interview but first discuss with us, unless you are 100% sure.**
7. When a job offer is made, we prepare a draft **contract** which we will email to both you and the employer to check and make the changes according to your needs. Once the changes are made and sent back to us we will issue the final contract which can then be signed at a convenient time for both the client and yourself.
8. **VOILA!!! You now have job!**

WHAT MORE DO YOU NEED TO KNOW?

This is a very “**impatient**” industry. What do we mean by that? We may have a position that is perfect for you starting next Monday, but if we do not get your portfolio to the client ASAP, you may lose the opportunity for an interview, so please don't waste time by not getting your references to us ASAP.

The client may also want to see your profile “yesterday” and want you to start working the day before “yesterday”. Sound funny? Not really - this happens many a time and although we try to follow the processes that are outlined at the top to the T, sometimes things may just move a bit swifter than anticipated and you may start a new job tomorrow!!!

Please also know that if you haven't heard from us immediately, it does not mean that we are not looking, we may already have you lined up for a few positions but are waiting for the employers to send in their registration forms, or we may simply just not have something for you at the moment. This however, may change with one phone call.

WORK ETHICS – Good work ethics are something we are very strict about. Below we have listed instances which we consider examples of a violation of trust, between you and us or a client. If this happens chances are that we will immediately deregister you.

- ☐ Not pitching for interviews – with us or a client and having no valid excuse
- ☐ Lying on the application form or lying to us about your reasons for leaving employment or anything else.
- ☐ Once placed in a position: Not pitching for work without a valid excuse, taking “sick leave” often and general unreliability, tardiness, not doing your job.
- ☐ Taking your personal problems to work – and this affecting your employer or the children negatively.
- ☐ Dishonesty of any kind
- ☐ Going to work with a hangover – this means you are still under the influence of alcohol and may lead to instant dismissal as per the conditions of your contract.
- ☐ Absconding from a job we placed you in i.e. not giving notice or not discussing with us your reasons first before acting.

Our Contact details:

EMAIL: mpoppins@telkomsa.net info@marypoppins.co.za www.marypoppins.co.za

Share Call: **0860 070797** Cell: 083 4567 372 **FAX:** 0866 980002

Interviews: We will arrange to meet with you at a venue near where you live or work.