



## **Ten Tips for the Successful Field Employee**

AIM prides itself on the quality of their employees. Each time you step onto the job site, you are a direct reflection of AIM. Naturally, we want to make a good impression and so should you. Our employees often find the assignments they receive are stepping stones to greater opportunities.

Some things to remember when on assignment as an AIM Employee include:

1. **Be punctual.** This includes not only arriving and leaving on time for work, but also completing tasks in a timely manner.
2. **Dress appropriately.** A neat and tidy appearance is always important. Your AIM Representative can tell you about the environment you will be working in and what the dress standards are. If you are unsure of what to wear, it is always best to dress conservatively and professionally the first day. Once you are at the work site, notice how others dress and use this as a guide.
3. **Be courteous and pleasant.** In any situation, a smile will take you a long way!
4. **Do not misuse privileges.** Check with a supervisor before taking liberties with any company property, such as using the telephone for a personal call.
5. **Do a good job.** Work hard and do your best on every assignment. Ask questions if you are unsure about the task you are assigned.
6. **Do your best to fit into the environment.** Follow the procedures and policies of the company where you are working.
7. **Keep AIM posted!** We are always anxious to hear how your assignment is progressing. More importantly, you need to inform us immediately if anything affects your ability to continue on an assignment. In addition, if any problems arise or a situation occurs that you are not sure about, do not hesitate to contact AIM.
8. **Maintain confidentiality.** At times, you may have access to sensitive information. Please observe the need for confidentiality when dealing with these matters. In addition, avoid any personal conflicts that may exist within the organization.
9. **Remember you are an AIM Employee.** You must inform AIM immediately if the client approaches you about extended hours or permanent work.
10. **Enjoy your assignment and get the most from your experience!** Use each work opportunity to strengthen skill, experience new environments and expand your career horizons.

Good luck!