



Manpower, Inc. of SE Michigan

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[www.manpowermi.com](http://www.manpowermi.com)

## Registration Checklist and Assignment Prerequisites (for all Manpower Candidates)

Dear Candidate:

This form allows you to familiarize yourself with and understand the registration process at Manpower, Inc. of SE Michigan. Specific information needed for your visit to Manpower will be sent in a personalized email or can be obtained from your Manpower representative. For more information, you can visit our local website [www.manpowermi.com](http://www.manpowermi.com). If you have any questions or concerns, please do not hesitate to contact us!

Manpower, Inc. of SE Michigan services Washtenaw and Monroe Counties. You will need to visit either our Ann Arbor or Monroe office to register and complete our intake process. We suggest that candidates come in at either 9:00am or 1:30pm, Monday through Friday. If these times do not work, please contact your Manpower representative and an alternate appointment time can be scheduled. In addition, please plan to be in our office for approximately one (1) to four (4) hours to complete the registration process.

### FOR YOUR CONVENIENCE

The first part of the Manpower registration process will require you to eventually complete an online profile with Manpower. For your convenience, this step can be completed at home prior to your visit, saving you valuable time during your visit to our office!

Go to [www.manpowerjobs.com](http://www.manpowerjobs.com) to complete/update your My Manpower account. It is important that your profile is **100% complete and accurate**. Make sure you **write down your login/ password information and bring it with you to Manpower**. You will need this information to log into your account upon arrival so you can complete the activation process. Get detailed instructions on how to create an account at <http://www.manpowermi.com/pdf/My-Manpower-Instructions-April-2013.pdf>.

### ITEMS TO BRING WITH YOU

Please bring the following items with you when visiting Manpower:

- **Employment Eligibility Verification:** Candidates must provide documents that establish both identity and employment authorization. Examples of the most common acceptable forms include, but are not limited to: a U.S. passport; a permanent residency card; or a driver's license/state ID coupled with a Social Security card or birth certificate. All documents must be unexpired. For more information and a comprehensive list of acceptable documents, please visit: <http://www.uscis.gov/files/form/i-9.pdf>.
- **Professional References:** We check references from past employment. It is important that the individuals you list as references will be able to give us feedback on your job performance, not just dates of employment. Please also include names, titles, phone numbers, and email addresses in your list of references.



- **Resume** (if you have one): It is very important that your resume is accurate and reflects the employment information that you have put into your online “My Manpower” profile. If needed, Manpower can assist in creating or updating your resume.
- **HS Diploma/GED or Higher Education Verification:** Many positions require verification of a high school diploma or General Educational Development (GED). If you have access to the original, a copy, or other proof of your high school diploma/GED or higher education (associate’s or bachelor’s degree), please bring it with you at the time of your visit. Providing this documentation when registering will help expedite the process of Manpower offering you assignments (depending on whether you meet the qualifications and if the assignment requires such proof).
- **Your Banking Information:** Manpower’s standard method of payment is direct deposit to a savings or checking account. Please bring your account information with you, including the institution name, account number, and routing number. If you do not have a checking or savings account, we can accommodate you with an ADP TotalPay® Visa® Debit Card.

#### **ELIGIBILITY QUALIFICATIONS**

To qualify and become eligible for assignments with Manpower, you will need to meet the below qualifications:

- **Criminal Background Check and Drug Screen:** All candidates are required to satisfactorily pass a criminal background check and a drug screen prior to the start of an assignment with Manpower. It is important that you also share information about any misdemeanor or felony convictions, understanding that some convictions may limit your assignment eligibility based on the customer.
- **Good Work History:** Candidates need to have good work history, having left previous employers on good terms, and be able to receive positive references.
- **Assessments and Testing:** Candidates may need to complete customer- or position-specific testing and/or pre-employment screening prior to the start of an assignment with Manpower.
- **Interview:** Candidates will interview in our office with a Manpower representative to learn more about your skills and qualifications. Some positions may also require an interview with a potential customer over the phone, in-person, or through a working interview/job shadow.

#### **SUCCESS WITH MANPOWER**

In order to be successful during your assignment(s) with Manpower, it is important that you maintain a good attendance record – reporting to work when scheduled, arriving on time, and keeping time off requests to a minimum. It also is important that you have regular access to phone and/or email to take calls and respond to messages in a timely manner. We also encourage you to keep open lines of communication with your Manpower representative, sharing feedback, expressing concerns, or asking questions as needed.

Thank you for choosing Manpower! We look forward to meeting with you. If you have any questions or concerns, please do not hesitate to contact us.