



Manpower, Inc. of SE Michigan
Serving Washtenaw and Monroe Counties

PO Box 1309 • Ann Arbor, MI 48106
Phone: 734-665-3757 (call or text)

www.manpowermi.com

Interviewing and Assignment Tips and Reminders (for Manpower Candidates and Associates)

Please keep the following in mind when accepting an interview or assignment through Manpower:

- When possible, do a “dry run” to your interview or assignment the day before to ensure you know where you are going and how long your commute will be.
- Arrive 10 minutes early to your interview or assignment.
- If you need directions or have trouble finding the company at which you are interviewing or starting an assignment, give us a call. We are happy to help you find your way!
- Call the Manpower office immediately if you are going to be late or unable to report to your interview or assignment – regardless of the time. We have someone answering the phones 24/7/365 and voicemail in the event we miss your call.
- Please give your Manpower representative as much advance notice as possible with requests for time off from your assignment for things such as appointments, vacations, holidays, etc.
- Immediately report any on-assignment accidents or injuries to your worksite supervisor AND call Manpower regardless of the situation’s severity. Everything must be reported!
- Keep us updated with your current and working contact information such as phone numbers, email address, and mailing address. You can also change this information online from your Manpower account at www.manpower.com.
- Notify Manpower if there are any changes in your assignment such as your scheduled shift, work duties, etc.
- Immediately report any and all unsafe working conditions or practices to your worksite supervisor and Manpower.
- If you are responsible for turning in your time, Manpower’s accounting/payroll department needs to receive it no later than 5pm on Monday following the week you worked. If you use Peoplenet web time, your hours need to be submitted by midnight Sunday following the week you worked. Late/incomplete submission of hours may result in delay of pay.
- If you have any questions or concerns, do not hesitate to contact our office at 734-665-3757 (call or text).