

Frequently Asked Questions

- Need flexibility in your work schedule?
- Crave a high-pay, low-stress job opportunity?
- Want someone to cut through the noise and find the ideal job for you?



Join the Primary Staffing Source team, and we'll get you on a new career path. From helping you tune up your résumé to accelerating your skills with our computer training, we'll get you on the road to professional success! Potential PSS benefits include health insurance, dependent care assistance accounts, referral bonuses, and safety incentives, as well as the best temporary, part-time, and full-time positions available in today's growing job market.

Q: What is your hiring process?

A: All applicants must complete an application, participate in an interview with one of our Personnel Supervisors, and watch a brief orientation video prior to being considered for an assignment. All applicants must provide documentation proving that they are eligible to work in the United States and may be asked to submit to a drug test and reference and background checks.

Q: When I am on an assignment for one of Select Staffing's customers, who is my employer?

A: Regardless of which of PSS customers you work for, PSS Staffing is always your employer. Your PSS Staffing Supervisor is your contact for all work assignments or employment issues.

Q: How long does an assignment last?

A: Assignments may range in length from one day to six months or longer. Some are simply Direct Placements, where you will become a staff employee of the client right away.

Q: What should I do if my job duties are different than those that were described to me?

A: Please notify your Primary Staffing Source Supervisor immediately, especially if safety is a concern.

Q: What should I do if my assignment has ended?

A: Be sure to let your Primary Staffing Source Supervisor know when your work assignment ends so we can consider you for a new assignment.

Q: What is the policy if I'm unable to report to work or will be in late?

A: If for any reason you must be late or absent from your assignment, notify Primary Staffing Source as soon as possible. This permits PSS to meet our customer's needs by sending a replacement.

Q: When should I submit my timecard?

A: All timecards must be turned in by 9:00 A.M. Monday morning in order to be paid on Friday of the same week.

Q: When can I expect to be paid?

A: Payday is Friday of the week you submit your properly filled-in timecard (if Friday is a holiday, then payday will be the preceding Thursday).

Q: What should I do if I am injured while on assignment?

A: If an accident occurs and you are injured while on the job, call your PSS Supervisor or safety coordinator immediately! You are employed by Primary Staffing Source and covered by PPS Workers' Compensation Insurance. We must be notified immediately so that we can make sure you are given care and attention at the proper medical facility.

Q: Am I eligible for benefits through Primary Staffing Source?

A: Primary Staffing Source will assign you a Benefit Type. You will be provided with a benefit summary sheet at the end of your initial interview that describes the benefits appropriate for your classification.

Q: What is Primary Staffing Source Referral Bonus Program?

A: PSS offices may offer a referral bonus for each qualified employee referred to PSS. Contact your PSS Supervisor for more information about effective dates and conditions.

Q: What is Primary Staffing Source Safety Bonus Program?

A: Primary Staffing Source has an ongoing safety incentive program. We offer rewards to those temporary employees who take their personal safety seriously. Please contact your PSS Supervisor to find out more about this exciting and rewarding program! Programs vary according to branch location and Client Company.