

Our PTP Order Process

Your Initial Step

Select your worker and negotiate the pay rate and other details.

You Contact Us

Contact a Career Connections representative and provide the basics:

- The worker's name.
- The start date and estimated assignment duration.
- Job title and brief job description.
- Employee pay rate.

Payment Arrangement

You decide the frequency, mailing method, and payment method for invoicing.

Employee Contacts Us

Direct the worker to call our office (740-594-4941) for further instructions.

Employee Completes Paperwork

Worker schedules a time to complete required paper work at our office, which includes:

- Contact information on our paper application.
- W-4 form and/or other tax filings paperwork.
- I-9 form (including proper identification).

Additional Screening

PTP employees are not subject to our full screening process, so we suggest that you perform your own background checks or hire Career Connections to do additional screening for you.

Hiring a PTP Employee

You may hire your PTP employees directly at any time without being subject to our temp-to-direct conversion fees.

IMPORTANT: Do *not* allow your PTP employee to start work before the above steps are completed. If he/she is injured before we officially hire, your worker will not be insured.