



any place  any time

www.voyagestaff.com

800.798.6035



You know where you want to be.

We'll help you get there.

Are you traveling as a starting point to a new chapter in your career? Looking to travel throughout the 50 states? Build your knowledge? Or do you just want to earn some more money while exploring a variety of professional opportunities? Whatever your goals, the professionals at Voyage Staffing are here to help you achieve them.

When you travel with Voyage Staffing, you'll have access to more jobs in more locations than with any other travel healthcare company. You will be able to explore career opportunities at the finest healthcare facilities nationwide, while we will provide the ultimate travel experience. Whether you are looking for a large teaching hospital, a small rural facility, or even a specific location, we can help you find the position you desire.



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What are you looking for as a Traveler?

A better paycheck from a better company...

Placing quality healthcare travelers is what we do best. The staffing professionals at Voyage Staffing were former executives and recruiters at some of the largest staffing firms in the U.S. We just felt there was a better way of running a staffing company. As leaders in our field, we continuously place professionals just like you in positions where you can earn the highest compensation in the industry, while enjoying the best staffing professionals the industry has to offer.

More than just an hourly pay rate...

Not only do our clients offer bonuses, but we do too. Earn sign on bonuses for special or last minute assignments. Generous completion bonuses are also offered by many of our select facilities. In addition, Voyage Staffing wants to help you turn your relationships into rewards. Please ask your Voyage Recruiter about our unparalleled referral bonus plan.

Some benefits would be nice...

What about some FREE benefits? We offer a comprehensive benefits package. If you wish to stay under your current plan, we will assist in subsidizing the expense of your existing plan. Please see the enclosed benefits sheet for more information.

An accommodating lifestyle...

We understand how important your home is to you, that's why we will work with you to handpick your living arrangements. We identify accommodations based on safety, quality, proximity to facility, and amenities, bringing you the highest caliber housing available. While on assignment, Voyage Staffing pays 100% for the cost of housing, furnishings, and basic utilities. If you wish to handle your own living arrangements, we will provide you with a generous housing allowance.

Travel options...

Whether you decide to take a plane, train, or automobile to your assignment, we are here to assist. We act as your personal travel agent handling all preparations. And best of all, we pay for it too!

What about licensure?

In addition to high industry pay, bonuses, FREE housing, FREE travel, and FREE benefits...Yes, we also offer FREE licensure reimbursements. Voyage Staffing will pay for your licensure as required for each assignment. In addition, to enhance your travel experience, we will also assist you with every aspect of your credentialing and licensure process. Need to add a section here about our software and how it tracks credentialing.

An opportunity to sharpen your skills...

Once you become a Voyage Staffing Traveler, you are instantly eligible for free CEU credits. We strongly encourage continuing education to all of our travelers as a way to stay current in all areas of patient care and specialty fields.

Good advice when it's needed...

If you're successful, we're successful. That's why our Recruiters will be there for every step of your career. From being your personal travel agent, to assisting with assignment or housing arrangements, to being your friend, our career guidance will help you achieve your goals. We also want to reward you for paying us your highest compliment - your loyalty. Please ask your Voyage Recruiter about our annual loyalty bonus plan.

How about Direct Deposit?

You work hard for the money. So you should be able to get it as soon as possible. As a Voyage Staffing Traveler, you can take advantage of our direct deposit program.



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When the time comes for your first assignment, we want it to be the best possible experience for both you and our client. That's why we take so much time learning about you and assessing your skills.

Your Voyage Staffing Recruiter is your link to travel assignments that suit your experience and objectives. The following are some tips on how you can work with your Recruiter most effectively.

As a Traveler you should always....

Review your prep materials carefully...

You will receive complete information before each assignment. Give it a thorough look over. This info will include company name, location, supervisor, work hours, pay rate, anticipated assignment length, travel and accommodation information, and other details.

Do all the right things...

- Arrive a few minutes early on your first day and always be on time in general
- Keep your meal and break periods to the set length and time
- Be well groomed and dressed appropriately
- Avoid personal phone calls during work hours, and please don't forget to turn off your cell phone before going into your assignment
- Keep salary information confidential / do not discuss your pay rate with other travelers or staff professionals

Let us know if anything comes up...

If there is something about the assignment that is unexpected or make you uncomfortable, call your Recruiter immediately. The same holds true if you

are running late or unable to report to work. We are available 24 hours a days.

Keep us up to speed about yourself...

The more we know about you, the better we can work to find you the most appropriate opportunities. Please stay in close contact with your Recruiter regarding your availability, contact information, new skills, or anything that will enhance your marketability and improve our communication.

Alert us of any changes in your assignment...

Please contact your Recruiter when you are notified that your assignment is nearing completion so we can find a new one for you as quickly as possible. If you are offered permanent employment, please let us know immediately so we can work out the details.



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Some Policies you Should Know

Equal Employment Opportunity

Our hiring policy at Voyage Staffing is quite simple: we intend to hire the best-qualified and most highly-motivated people for the positions we offer. That is why our operating policy is to seek, select, employ, train, appraise, and promote employees solely on the basis of their qualifications for the job to be filled.

At Voyage Staffing, there is to be no unlawful discrimination of any sort on the basis of sex, religion, race, creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation, age, or any other basis prohibited by federal, state, or applicable local law or ordinance. Voyage Staffing will not tolerate any unlawful discrimination and any such conduct is prohibited.

Anti-harassment

Voyage Staffing is committed to providing a work environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive, or disruptive.

The anti-harassment policy applies to all persons involved in the operations of Voyage Staffing and prohibits unlawful harassment or inappropriate behavior by any employee of Voyage Staffing including supervisors and co-workers. Examples of prohibited behavior include:

- Unwelcome sexual flirtations, advances, or propositions
- Unwelcome verbal abuse of a sexual nature
- Sexually-related comments, jokes, or graphics
- Degrading comments about an employee's appearance
- The display of sexually suggestive objects or pictures, including any that may be obtained through the internet or computer software programs
- Any uninvited physical contact or touching and any conduct inappropriate for the work place
- Unlawful harassment in any form, including verbal, visual, and physical contact, threats, demands, and retaliation is prohibited.

Complaint Procedure

Any employee who believes that he or she has been unlawfully discriminated against or has been the subject of sexual or any other form of harassment by anyone at Voyage Staffing or by any person who does business with Voyage Staffing must bring the matter to the attention of the Vice President of Operations.

All complaints will be taken seriously. It is the responsibility of each supervisor, manager, and employee to respect the right of every employee and not to engage in any retaliatory action because of an individual's use of the procedure.

If an investigation reveals that unlawful harassment did take place, appropriate corrective action will be taken. Corrective action could range from a disciplinary warning to termination.

It is the responsibility of every employee to bring to the company's attention instances of discrimination including sexual harassment.



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