

Frequent Phone Inquiries

Question: Is a high school diploma or GED required in order to apply with Elwood Staffing?

Answer: That's a great question! Anyone is welcome to apply with Elwood Staffing. However, we abide by the hiring criteria of our client companies, so whether we are able to place you on an assignment will depend on the positions we are recruiting for and the requirements set by our clients.

Question: Does Elwood Staffing hire felons?

Answer: That's a great question! Anyone is welcome to apply with Elwood Staffing. However, we abide by the hiring criteria of our client companies, so whether we are able to place you on an assignment will depend on the positions we are recruiting for and the requirements set by our clients.

Question: Can you get me a job?

Answer: Thanks for calling! We work hard to find quality candidates to fill positions for our clients. You are more than welcome to apply, and we will look at your skill set and work history to see if there is an open position we can match you with. Have you applied with us before?

Question: I would like to verify employment for _____. Can you help me with that?

Answer: That's a great question! Is this verification for commercial (*mortgage loan, auto finance, credit card, job offer, apartment lease, etc*) or social services (*Medicaid, SNAP, TANF, subsidized housing, etc*) reasons?
IMPORTANT NOTE: *R363 (located on the Intranet) guides you through additional questions to ask, as well as the appropriate phone numbers to provide.*

Question: My wife works for you. Can you tell me if she works tomorrow?

Answer: Thanks for calling. Unfortunately, we can't release information about our associate to anyone other than the associate. Your wife is more than welcome to call the branch if she needs to know her schedule, and we are happy to assist!

Question: What clients do you send people to?

Answer: Hi, thank you for your interest in Elwood Staffing! Have you applied with us before? If not, that is the first step in our hiring process. Once you have applied, we will review your application to see if we have any positions that meet your skill set. **IMPORTANT NOTE:** *Do not give out client's names over the phone.*

Question: How do I get paid?

Answer: Hi! I'm so glad you called! Elwood Staffing associates are paid each week for hours worked the week prior. Paydays are Fridays unless special arrangements have been made with the client. Does that answer your question?

Question: When can I change my direct deposit information?

Answer: That's a great question! You will need to complete a new electronic direct deposit authorization form online. To do so, go to <http://elwoodstaffing.com/ekhire/> and log into your account using the Username and Password you created. From there, you can update your Direct Deposit Information Form. If you forgot your User ID and/or password, I can reset it for you.

Question: How can I view my check stub?

Answer: Check stubs are available online. Using your User ID and Password, log into your Elwood Staffing account at elwoodjobs.com. Click on "View My Check History". There are boxes to enter in your check number or check dates. Leave the boxes blank and click on "Lookup My Checks". At the bottom of the screen, a snapshot of your check is available. If you click on the "View" box, it will bring up the actual stub that can be printed. If you don't have a printer, feel free to visit our branch office during our hours of operation and we will be more than happy to print one off for you.

Question: My address has changed. What do I need to do?

Answer: I'm so glad you asked, and we appreciate you keeping us in the loop in regards to your new address. Please update your information by logging into your Elwood profile at elwoodjobs.com and choosing "Contact Information". This will allow you to update your address.

Question: How do I apply with Elwood Staffing?

Answer: I'm excited to hear you are interested in Elwood Staffing! Applications are available online at www.elwoodjobs.com. You are welcome to apply here in the branch on our computer during business hours or you may apply at your own convenience anywhere there is internet access. When filling out the application online, be sure to list 10-15 skills that reflect your previous work history as well as your last 3-4 jobs. If you have a resume, please upload it as well.

Question: I'm not comfortable using a computer. Can I complete a paper application instead?

Answer: Absolutely! You may request and complete a paper application at our Elwood Staffing branch anytime during business hours or take it home to complete.