

Finally, contact the leasing agent before you arrive and get instructions for obtaining your keys, particularly if you expect to arrive after normal business hours. Make sure you have their emergency numbers as well. Your housing coordinator should provide you with a list of business and after hours contacts for your apartment complex, and it's a good idea to carry the phone number of your assignment supervisor in case you run into any complications that could impact your first day.

Get to Know Your Surroundings

If your travel company allows you to move in as early as Cirrus Medical Staffing does, take the opportunity to get accustomed to the local area before you start your assignment. There are a number of places that you will want to be able to find quickly when you need them - gas stations, service stations, banks, supermarkets, pharmacies, restaurants, and department stores. You should be able to map most of these before you leave, but it is a good idea to hop in the car or on the bus and find them when you arrive.

Try to develop a familiarity for the area and identify when to expect traffic congestion. Perhaps you can even discover a shortcut or two. Head to the local supermarket and pick up what you will need for your first few days.

Do not forget 'play time' either. Find the local movie theatre, shopping malls, and parks. There are many wonderful scenic drives in just about every city. Seek them out for those times when you are not working. Look for local community newspapers and find out what is happening in the area. Nearly every city has a wide variety of local events and hot spots that can satisfy just about any interest.

Starting Your Assignment Off on the Right Foot

Your assignment location may take a little getting used to, but do not worry - you have 13 weeks to explore. It is very important that your job starts well. Make sure you drive to work before your first day. Map the best route and have a backup route in case of a traffic problem. Your recruiter provided you with an employment confirmation document listing all of your assignment details. This should include your assignment location, department, supervisor names and contact information, your recruiter and housing coordinators names & contact information, as well as all of the HR details - payroll, 401(k), benefits, etc.,



Part VIII: Arrival & Getting Started

Now that the hard work of finding your next assignment and negotiating your terms are complete, you need to get started on the job and be prepared for anything that comes your way. The key to a successful travel assignment is preparation and in this article, we will help you cover the bases of arrival and your first week. We will talk about getting settled in your housing, acclimating to the local area, and finding your groove in your new travel job.

First Things First - Housing

The most important detail to get ironed out when you arrive at your destination is to get settled in your temporary housing. There's a great degree of comfort in knowing where you'll lay your head. It must be a place in which you can relax. It is important to arrive early so you can move in well before you start work. Cirrus Medical Staffing allows travelers to move in two days early. This provides plenty of time to unpack and settle in. Make sure your housing is as it was described. It should be safe, clean, comfortable, and equipped with the supplies promised. Remember to complete your walk through document and write down or notify your housing coordinator if there is anything that could be charged back to you after you move out.

If your housing leaves something to be desired, contact your housing coordinator or your recruiter BEFORE taking possession of the apartment. Check to make sure that basic utilities are available (water, gas & electric, sewer & trash.) If anything hasn't been handled, call your housing coordinator immediately. They should be on call 24x7 in case of an emergency and they can almost always help resolve the situation quickly.

It's important that you feel safe and comfortable in your new home away from home. Talk with your housing coordinator about any special needs you may have (cable, internet, or perhaps you travel with a pet and need to be on the first floor) well in advance. These arrangements can and should be handled before you arrive.



Review this information in detail before arriving for work.

One of the best things you can do when starting a new assignment is to go in with an open mind. As you know by now, you will work with many different people, in different situations and you will be exposed to a variety of cultures.

Embrace these differences and commit to learning from them. While on a travel rehab therapy assignment you may not be a full time employee of the hospital, however you are most definitely a part of the team. You may be asked to attend team meetings and to provide input into daily operations. Remember, your experience in a variety of different settings is valuable. It is important to respect how things are done at your assignment facility, but do take advantage of opportunities to share what you've learned on the road. Most supervisors and coworkers will truly appreciate what you bring to the table.

Make New Friendships & Build Effective Working Relationships

Your travel career presents wonderful opportunities to meet new people, form tight bonds, and build your network. While your orientation period will be used to answer most of your clinical and procedural questions, get to know your manager and your coworkers. They will help you with on the job questions as well, and these interactions will form the basis of what could be many long-term relationships.

Your supervisors and coworkers can also become your best marketing tools for your next assignment. If you work to build strong relationships on each assignment, you will find that great references are easy to come by. Every staffing firm uses references, and you'll find these relationships to be extremely valuable to you in the long run. Your coworkers may also become people that you can refer to your staffing company if they develop an interest in traveling, and these referrals can add up to sizeable referral bonuses in the future.

Keep Your Recruiter Informed

Your recruiter is your lifeline on a travel assignment. Remember, they work for you but they need your help in order to make traveling everything you expect. Maintain regular contact throughout the assignment, and make sure they know of the successes and

challenges you are facing on the job. Expect a follow up call from your recruiter after your first week - they will want to see how it is going and address any potential issues ahead of time. Over the years, we have found that many problems can be resolved quite easily if they are brought to our attention early.

In addition to informing us if something goes wrong, make sure your recruiter knows when they're getting it right. Beyond just a pat on the back, which we all love, positive feedback lets us know the type of service you expect. This helps us to make sure we are looking for the right places for your next assignment and doing whatever we can to make this an enjoyable experience for you.

Quick Tips for Starting Your Assignment Off Right

1. Maintain an updated file of your credentials for your recruiter.
2. Plan to arrive 24-48 hours before you are required to start work.
3. Create an arrival plan, get settled & handle the necessities before your first day.
4. Map & drive the local area - find your best routes to work, play, and activities of interest.
5. Keep important names & contact information handy - your mobile device is a great resource.
6. Arrive early for your first day and ask many questions.
7. Make sure you bring a picture ID - most of your new supervisors will ask to see this before you begin work.
8. Call your recruiter, share your experiences, and resolve issues early.
9. Use downtime on the job effectively - get to know your coworkers.
10. Start thinking about your next assignment far in advance. Is this an assignment that you could extend?
11. Do not be a stranger - make sure you stay connected to your supervisors and coworkers after the assignment.

About Cirrus Medical Staffing

Cirrus Medical Staffing is an award-winning Travel Nurse Company and provider of medical professionals to healthcare facilities across the nation. With offices in Charlotte, Atlanta and Houston, our firm specializes in placing [Nurses](#), [Nurse Practitioners](#), [Physician Assistants](#) and [Allied Health](#) professionals into travel, contract and permanent employment. Cirrus is ranked as one of the top 10 Travel Nurse Companies in the US. For our clients, our focus is providing a one-stop solution to their staffing and HR needs. Cirrus Medical Staffing is Joint Commission Certified.

Cirrus Medical Staffing is a member of the Cirrus Healthcare Group, an international healthcare group specializing in providing US healthcare companies with customized domestic and international staffing and HR solutions. The Group consists of [Cirrus Medical Staffing](#), [Cirrus Allied](#) and [Medtivia](#). Cirrus Allied is one of the nation's leading rehabilitation therapy staffing firms and specializes in placing rehabilitation therapists and assistants into travel, contract and permanent employment. In addition, the Cirrus companies provide international Therapist and Nurse staffing augmentation through our recruitment organization, Medtivia, located in the Philippines. Medtivia is continuously ranked as one of the most outstanding international nurse and therapist recruitment organizations. The companies are all [A. Soriano Corporation](#) (ANSCOR) companies.



**Cirrus Medical Staffing has earned the
Joint Commission's Gold Seal of Approval™**