MNCP STAFFING | EMPLOYER RESOURCES

STAFFING REQUEST CHECKLIST

Use this checklist before requesting a quote. Share the completed requirements with MNCP Staffing so we can discuss the right staffing approach.

1. DEFINE THE ASSIGNMENT

Company / contact: _____

Role / number of people: _____

Location(s) / worksite access: _____

Start date / assignment length: _____

Shift times / days / expected hours: _____

2. CLARIFY THE WORK

[ ] Duties, physical demands and essential qualifications documented

[ ] Pay range, budget and any overtime needs discussed

[ ] Required credentials or screening requirements identified

[ ] Worksite risks, PPE, equipment and site-specific training specified

[ ] Supervisor, time-approval owner and escalation contact identified

3. PLAN ARRIVAL AND FOLLOW-UP

[ ] Parking, check-in instructions, dress code and reporting location shared

[ ] Break arrangements and attendance reporting process communicated

[ ] Success measures and first-shift check-in agreed

[ ] Bill rates, fees, cancellation terms and scope confirmed in writing

NEXT STEP

Request staff: mynextcareerpath.com/request-talent/ or call 844-579-6627. A staffing request is the start of a needs discussion; availability and pricing are confirmed for the assignment.