

RECRUITING PEOPLE—PREPARING FOR YOUR UPCOMING SEASON



CLEANUP

PEOPLE

APPLICATION WORKFLOW

SETUP

CONTRACT TEMPLATE

JOBS

PREPARE

INTERGRATIONS

PEOPLE = APPLICATION + CONTRACT

Start your new season being able to clearly track applications to know where you stand

INVITED → OFFER → ACCEPTED



Do you need to **clean up** last season's application states to completed, terminated or cancelled?

Do you need to add **reasons** to any state changes?

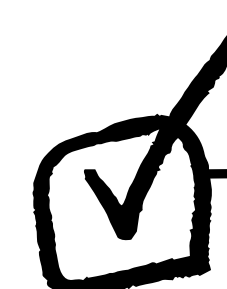


- ☐ Update status on applications
- ☐ Add status message to state change
- ☐ Complete with bulk status change



What updates or changes have you made since last season, including documents like **induction** booklets or **health & safety** manuals, or videos?

Looking back at last season's hiring, what can you **change to better prepare** job seekers or yourself for success?



- ☐ Assess your existing workflows
- ☐ Add/remove new questions
- ☐ Add/remove/update information



Do your contracts need any **changes**?

Have they been **reviewed** by an employment lawyer or advisor in the past year?



- ☐ Review employment contracts

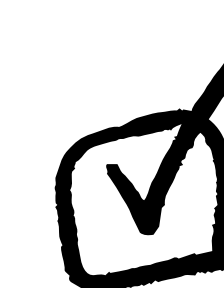
AGREE



Have you closed last season's jobs?

Have you considered **segmenting jobs further** to clarify the number needed for each group?

Have you reviewed job descriptions to make them **clear for candidates** to assess their suitability?

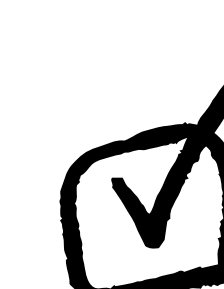


- ☐ Close previous jobs
- ☐ Plan for new jobs (duplicate vs new)
- ☐ Create jobs



Have you started using any **new tools** or systems since last season? Do any of them need data from PICMI?

Have you **run a test**, either CSV or API integration that data is as expected?

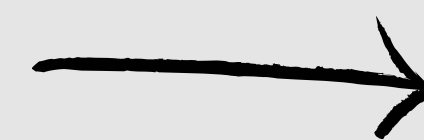


- ☐ Verify data requirements
- ☐ Test working integrations

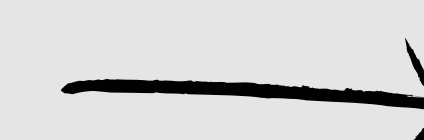
WHAT IS NEXT?

RETURNING WORKERS

Are there people you would like to invite back?



- ☐ Prepare a list ready for invite (including provisional users)
- ☐ Prepare a strategy for individual messages on invites
- ☐ Prepare a list of personalised conditions



START HIRING!