RECRUITING PEOPLE—PREPARING FOR YOUR UPCOMING SEASON

SETUP PREPARE CLEANUP CONTRACT APPLICATION JOBS INTERGRATIONS PEOPLE TEMPLATE WORKFLOW PEOPLE = APPLICATION + CONTRACT Your application workflow is key to Your contract templates forms the Jobs are not just the details of the You may or may not require building understanding and Start your new season being able to role to attract candidates but also employment agreements, so it's application information to be sent to securing agreements with your clearly new track applications to other systems. important they stay up to date. are used to track and even limit the workforce and must stay up to date know where you stand number of people required. with legislation and good practice OFFER Have you closed last season's jobs? What updates or changes have you made since last season, including Do you need to **clean up** last Have you considered **segmenting** documents like induction booklets or Do your contracts need any changes? season's application states to Have you started using any **new tools** jobs further to clarify the number health & safety manuals, or videos? completed, terminated or or systems since last season? Do any needed for each group? Have they been **reviewed** by an cancelled? of them need data from PICMI? Looking back at last season's hiring, employment lawyer or advisor in the Have you reviewed job descriptions what can you change to better Do you need to add **reasons** to any past year? Have you **run a test**, either CSV or API to make them **clear for candidates** to prepare job seekers or yourself for state changes? integration that data is as expected? assess their suitability? success? Review employment contracts Close previous jobs Update status on applications Verify data requirements Assess your existing workflows Plan for new jobs (duplicate vs new) Add status message to state change Test working integrations Add/remove new questions Create jobs Complete with bulk status change Add/remove/update information WHAT IS NEXT? RETURNING

Prepare a list ready for invite (including provisional users)

Prepare a strategy for individual messages on invites

Prepare a list of personalised conditions

WORKERS

Are there people you would like to invite back?



--> START HIRING