

# STAFFING AGENCY CHECKLIST FOR EMPLOYERS



## STAFFING CAPABILITIES

### STAFFING SERVICES PROVIDED

- Temporary
- Temp-to-Hire
- Direct Hire
- Payrolling Services
- On-Site Staffing

### TYPES OF INDUSTRIES SERVICED

- Oil & Gas
- Transportation
- Manufacturing
- Construction
- Distribution
- Logistics
- Financial/Banking
- Education
- Other \_\_\_\_\_

### RECRUITMENT SPECIALTIES

- Office Clerical
- Light Industrial
- Engineering
- IT
- Accounting
- Day Labor
- Other \_\_\_\_\_

### LOCATIONS

- Local and/or National capabilities
- Closest office: \_\_\_\_\_

## SCREENING

### TYPES OF SCREENING AVAILABLE

- Background Checks
- Drug Testing
- Skills Testing
- Education Verification
- References
- Job-Specific (*MVR, Credit Check*)
- Other: \_\_\_\_\_

## RECRUITMENT PREFERENCES

### TYPES OF INTERVIEWS

- In-Person
- Phone
- Virtual/Skype
- No Interview

### RECRUITING TEAM

- Primary Recruiter
- Sourcer
- Main Contact: \_\_\_\_\_

## PRICING

### What is the Markup Rate?

Temp-to-Hire Period/Conversion: \_\_\_\_\_

Buyout Fee: \_\_\_\_\_

### What is the Direct Hire Placement Fee?

Guarantee Period: \_\_\_\_\_

### What is the Payrolling Mark-Up?

Minimum Hours: \_\_\_\_\_

### List any additional fees: \_\_\_\_\_

## EMPLOYEE BENEFITS

### BENEFITS OFFERED TO TEMPS

- Medical, dental, vision, holiday pay, bonuses
- Pay Card or Direct Deposit
- Weekly Pay or Bi-Weekly
- Other: \_\_\_\_\_

## OTHER

### Vendor Setup

- W9 Form
- ACH Setup
- Purchase Order/Cost Center
- Certificate of Insurance (COI)
- Additional Insured

### Payroll

- Invoicing
- Payment Terms

### Timekeeping

- Paper Time Card, Online Time or Other
- Time Card Approval Process

## LIGHT INDUSTRIAL STAFFING SPECIFIC

- Safety Experience
- Workers' Compensation Insurance
- Injury Reporting Procedures
- Training and Certification
- Return-to-Work Program

