



Toolkit Template

Locating Temporary Personnel and Professionals

Objective: This template has been developed to document critical activities and information related to your business in the event of the incapacitation of your executive leader or owner. This toolkit template profiles strategies and provides a guide for identifying temporary personnel and professionals.

Whether a business is in need of an interim secretary, business analyst, programmer, security professional, COO or doctor, there are an abundance of agencies that can provide these personnel and professionals on short notice.

Understanding your business core staffing needs and identifying in advance agencies that can provide temporary replacements for these staff is essential.

Being prepared for the locating of temporary personnel and professionals may include the following simple activities;

- Have up to date job descriptions for all core personnel and professional staff. These job descriptions include all responsibilities, requisite skills and specialties, and hourly or weekly pay rates.
- For each core staffing position, locate a local or national agency or an association that can provide temporary staff on short notice, such as a professional association.
- Make certain that any advanced contract, subscription or regulatory information has been fulfilled with the agency or association. Confirm that all dues, retainers or advanced fees have been paid.
- When filling a temporary personnel or professional position, request a minimum of three candidate resumes for review. Emphasize the need for local candidates with short commutes and request the ability to terminate the temporary staff if there are performance or other issues.



- Have prepared documentation that will enable a temporary staff member to come up to speed quickly and efficiently.
- Request background checks and drug testing services for leading candidates
- Request references from two or three of the temporary staff's previous engagements.