TEMP STAFF ASSIGNMENT / 01

MAP ONE TEMPORARY ASSIGNMENT

Describe the assignment without naming a worker or writing workplace procedures.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Assignment A / broad role outcome / Proposal A section

Site A / work-setting category only / private location elsewhere

Schedule Window A / broad pattern / no personal availability

Staffing Agency A / neutral label / routine contact role

Client Team A / neutral label / routine contact role

Open assignment-definition question / qualified source

Preparation only. Not employment, labor, HR, safety, training, equipment, incident, insurance, contract or legal advice. Keep worker identities and private records out.

TEMP STAFF ASSIGNMENT / 02

ASSIGN AGENCY AND CLIENT HANDOFFS

Tie every handoff to an organization, proposal section and unresolved question.

Arrival and access handoff / agency owner / client owner

Orientation question / responsible organization / written reference

Training question / responsible organization / qualified reviewer

Equipment or item handoff / owner / issue-and-return record

Routine communication and absence route / roles only

Assignment change or escalation / decision owner / record location

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TEMP STAFF ASSIGNMENT / 03

CHECK THE ASSIGNMENT HANDOFF

Tick what is organized. These checks do not approve employment or worksite procedures.

- [ ] Neutral assignment, site, agency and client labels are used
- [ ] Worker identities and private records stay in approved systems
- [ ] The same role outcome and schedule window go to each provider
- [ ] Agency and client owners are named for each handoff
- [ ] Orientation and training questions have qualified owners
- [ ] Equipment, communication and change routes are documented
- [ ] Closeout and return-record responsibilities are ready to discuss
- [ ] Both providers receive the same non-sensitive assignment brief

Assignment Brief A / version date / proposal reference

Responsibility Matrix A / agency-client question still open

Private worker-record system label / no identities or record contents

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TEMP STAFF ASSIGNMENT / 04

QUESTIONS FOR THE STAFFING PROVIDER

Ask every provider the same assignment-level responsibility questions.

Scope: how will this assignment and included service be labeled?

Contacts: who owns each staffing-agency and client handoff?

Qualified review: who defines orientation, training and equipment responsibilities?

Changes: how are schedule, assignment, absence and contact updates recorded?

Privacy: which worker records are needed later and where will they stay?

Closeout: what written handoff resolves open responsibilities?

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TEMP STAFF ASSIGNMENT / 05

COMPARE ASSIGNMENT RESPONSIBILITIES

Use Providers A and B with the same non-sensitive assignment brief.

Provider A / Provider B / proposal and assignment-review dates

Agency-client ownership, contacts and communication routes - A / B

Orientation, training, equipment and qualified-question routing - A / B

Changes, private-record boundaries, closeout and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Recruiting & Staffing request. Share a non-sensitive temporary-assignment and responsibility brief so participating pros can compete with proposals. Compare written scope, handoff ownership, communication, administration, timing and fit. A private role, policy and worksite review may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private role, policy and worksite review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/recruiting-staffing/temporary-staffing

U.S. Department of Labor, OSHA - Protecting Temporary Workers (official reference)

U.S. EEOC - Coverage of Employment Agencies (official reference)

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