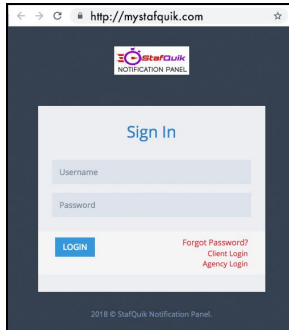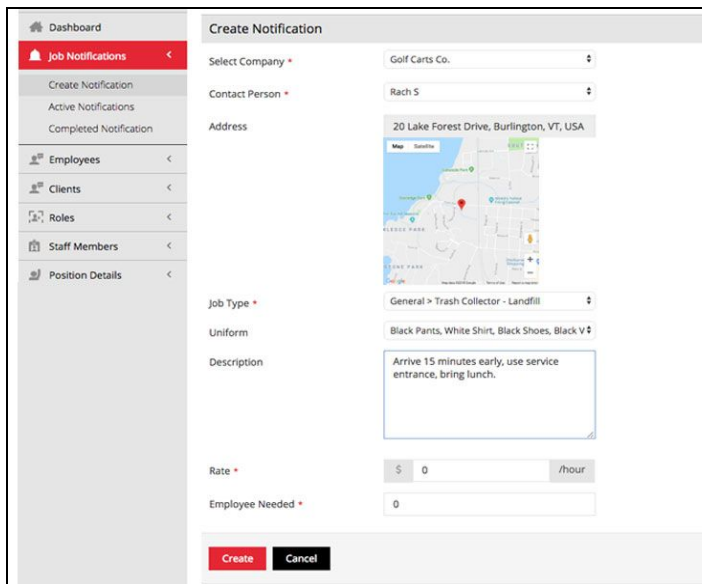# StafQuik User Guide for Recruiters

Welcome to StafQuik™, software to simplify staffing.

This document will show you how to create notifications for your workforce, review candidates and assign talent to jobs, quickly and efficiently. Your company's existing client database, contact info, locations, uniforms and job categories will already be in the platform when you go to set up your first job notification.

Log Into StafQuik

Begin by going to http://mystafquik.com/ and selecting "Agency Login". You'll log into the platform using the username and password you were assigned by your company's admin.

Create Job Notification

Once in your account, select notifications from the left sidebar and then create notification. You'll choose the client from the dropdown and then the contact for the available position(s). This will auto-populate the address and location on the map. Confirm that the info if correct, as this is what your workers will see.

Next, you will select from the preset job type of the position, any required uniform and add in a custom job description. Then fill in salary, number of employees needed, review that all the information you entered is correct and hit send. **This will immediately notify all temporary workers with the StafQuik app connected to your agency and assigned to the job category.**

Review Candidates

There are 2 ways to review interested candidates. One option is on the left sidebar, under "Notifications". Select "Active Notifications", to show you a list of all jobs that have been created. Click on the eye icon to see the details of each individual position and track which workers have accepted the position.

You can also access this page from the dashboard, which will show you which workers have responded to each position. Clicking view will take you to the job details page.

Job Details/Assign Candidates

The job details page gives you an overview of all interested candidates, as well as a map that shows you the current location of each of the potential workers so you can use distance from the job as an additional deciding factor for placement. After 30 minutes of posting a job, you should be able to see the list of interested candidates. Simply click on the checkbox for each one to determine how they are handled. You can click accept to approve the workers for the job, reject if you feel that they aren't a good fit, or put them on standby if you have all positions already filled. You should always keep a few candidates on standby, since you know issues can arise between accepting a job and actually arriving at the site.

Once you have accepted enough candidates for the position as well as kept a few others on standby, you can move on to fulfilling another position.

One of the great features of StafQuik is that the system will monitor their progress as they make their way to the job location. If their location doesn't change within 15 minutes of being assigned to a job, the system will automatically notify them that they only have 15 additional minutes to begin their journey to work. If that final 15 minutes pass without movement, then the system will automatically bump them to standby and select another person from the standby list to assign in their place. This allows for much better control from the agency, rather than having to hear from the client there were no shows and you have to begin the process over. Plus, you can give updated to your clients of not only who will be working for them, but exactly when they will be arriving.