

New Client Checklist

- Contact Eric Becher to review your needs at eric@hatchstaff.com or (414) 312-7501
- Hatch will come out to meet you, see the work environment and complete a culture analysis
- Complete site tour and meeting with Account Manager to gain a full understanding of your expectations and review job descriptions
- Set-up new account in system with accounting contacts and introductions
- Credit and Workers' Compensation Code provided
- Review client hiring process expectations
- Create customized new hire checklist for customer
- Establish invoicing contacts and any special requirements
- Provide service agreement prior to candidate start
- Ensure Manager(s) have temporary associates set-up for success on first day
- Ensure safety training in place for first day
- First day and week one follow-up with Hatch; monthly thereafter
- 45 and 90 day reviews completed for long term temporary and temporary to hire positions as desired