



STAFFING FIRM CHECKLIST

1. WHAT TYPE OF STAFFING FIRM?

- National** - Has locations all across the U.S. but limited locally depending on where you are located.
- Regional/Local** - Has an office in your cities/towns and in your region.
- Industrial** - Services a wide variety of manufacturing and/or distribution companies.
- Professional** - Services only administrative/office positions in multiple industries.
- Combination** - May have more experience in one area but can recruit for industrial as well as professional roles.
- Day Labor** - Usually when a company has a different requirement for the number of employees from day to day. Low-skill, low-wage workers. Minimal to no experience.

2. WHAT TYPE OF PLACEMENTS AM I LOOKING FOR?

- Temporary/Project** - Usually have an end date; employee of staffing firm.
- Long-Term Temporary** - Usually have no end date but are longer than 3 months; employee of staffing firm.
- Temp-to-Hire** - After employee has worked for an agreed number of hours, staffing firm converts to the customer and lets them hire the employee as their own. Average is 600 hours, but this can be negotiable.
- Direct Placement** - Staffing firm is paid a percentage of the annual salary the customer has agreed to pay the employee. Employee of customer, not staffing firm. Average fee is 20%.

3. OTHER THINGS TO LOOK FOR

- Workers' Compensation/Liability** - Ask for a Certificate of Insurance or COI.
- License** - Some states require a staffing firm to have every location in that state licensed. Massachusetts requires this; New Hampshire and Maine do not. Link to List: <https://www.mass.gov/employment-placement-staffing-agencies-program>
- Does the staffing firm have workers' compensation and benefit waivers?
- Does the staffing firm have in-house Human Resources - This can be critical to keeping you and yourselves out of trouble and when there is a problem, knowing how to handle it?

4. WHAT ARE MY REQUIREMENTS?

- E-Verification**
- Screening** - Background checks, drug tests, credit check, education verification, etc.- contingency or pre-employment
- ACA Compliance** - Offer Minimum Essential Coverage (MEC) health insurance
- Do you want the staffing firm to do reference checks?
- Interviews** - Do you want the agency to send you their selected candidate(s), or do you want to interview them too?

