

# Checklist: What do you need from your new staffing solution?

It's important to do your research when you're looking for a new staffing solution.

Mployee provides staffing Front Office (CRM & ATS) and Middle Office (onboarding and compliance, rates management and all other features relating to temporary employment, time capture and processing up to gross pay and billing). We compiled this checklist for you, containing key points you might want to consider when documenting your requirements and evaluating a new recruitment Front Office and Middle Office solution for your high-volume temporary staffing and recruitment agency.

## Financially sound and established global partner

What is the financial stability of the vendor's organisation?

What are the global capabilities of their offering?

## Data security & cloud vs hosted

What is the infrastructure underpinning the vendor's solution?

How does that impact their ability to keep your data safe?

## Implementation, adoption and support

How will the solution be implemented?

How will the data migration and implementation project be managed?

What will the support look like afterwards?

## Required system features

Which features and capabilities are required to achieve the desired outcomes for the future state of your tech stack?

## Data entry

How would a new solution help to minimize manual data entry?

## Email and calendar integration

What are your requirements for how a vendor integrates with third party email applications?

## Mobile

Do you need your recruiters, sales or operations personnel, both internally and externally, to be able to access functionality via mobile devices?  
If so, how do vendors provide these capabilities?

## Integrations

What are your options around integrating with other business software applications?

## Website and job board integration

How easy is it to integrate with both internal and external job boards?

## Configurability

How flexible is the tooling from different vendors in supporting any changes you may need to make over time?

## Reporting

What reporting do you rely on today?

What reporting might you require in the future?

How easy is it to report within the solutions you are assessing or to use external reporting tools?

## Onboarding, middle-office and scheduling

Managing the operational functions when dealing with a large contingent workforce is where systems often fall short. How can vendors support your varied requirements around the Middle Office?

## Automation

What processes can be automated?

How flexible are the automation capabilities of the vendors you are assessing?

## Candidate nurturing

How easy is it to connect with candidates on a large scale in different vendor solutions?

## Candidate search

What functionalities do you require related to candidate search?

How do they compare to the capabilities from the vendors you are assessing?

## User experience

How will different users across your business access the tool, view data, collaborate etc?



**Do you have any questions about your  
search for a new staffing solution for your  
Front Office and Middle Office?**

**We're here to help.**

[Get in touch](#)