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**CPG Staffing Agency Onboarding Checklist**

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| Training Topic | Yes | No | N/A |
| 1. The CPG Staffing Agency Expectation Policy has been issued and discussed with the prospective Staffing agency. |  |  |  |
| 1. The mark-up rate has been agreed upon. NOTE: It cannot exceed 40% without Senior HR sign-off. |  |  |  |
| 1. The Staffing Agency fully understands CPG’s English Language Requirement and how to measure it |  |  |  |
| 1. Staffing Agency has been shown the CPG HR Knowledge Base to access various onboarding documents. [(Click here)](https://conceptpkg.freshdesk.com/solution/categories/12000000996) |  |  |  |
| 1. Staffing Agency understands the Realistic Job Preview (RJP) process. |  |  |  |
| 1. Weekly Staffing Agency Roster Spreadsheet Template has been reviewed and agreed upon. |  |  |  |
| 1. All training programs and paperwork required to be presented to CPG supervision on 1st day of assignment has been reviewed. |  |  |  |
| 1. Staffing Agency has been shown the universal orientation packet format and agreed to adopt it. |  |  |  |
| 1. Staffing Agency reps have been thru the Safe Start program via a CPG staff member. |  |  |  |
| 1. Staffing agency has been informed that a WC Certificate of Insurance (COI) along with a General Liability COI must be in CPG’s possession prior to the 1st applicant being placed. Furthermore, they must be maintained and issued to CPG on an annual basis |  |  |  |
| 1. Staffing Agency has supplied their WC protocols and information to CPG. CPG has placed that information into the CPG Accident Report template. |  |  |  |
| 1. Staffing Agency has been informed where invoicing should be routed. |  |  |  |

By signing and dating below, both the employee and Staffing agency are verifying that the above training/onboarding items were covered and successful process competency is present.

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CPG HR Date

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Staffing Agency Date