SYSTEMART, LLC

We Optimize. You Capitalize.

CANDIDATE ENGAGEMENT PROJECT









2025

Best Staffing Firms
to Work For

CANDIDATE ENGAGEMENT AND WARM UP PLAN

- 2 Weeks Before Start Date:
 - Personalized Welcome Email
 - Reconfirmation of Start Date & Time
 - Share Company Brochure or Culture Video
 - Introduction to Key Team Members (if possible)
- 1 Week Before Start Date:
 - Send "7 Days to Go!" Reminder
 - Share Reporting Instructions (Location, Contacts, Dress Code, etc.)
 - Provide Checklist of Documents to Carry



Channels of Communication

- Email (official communication)
- WhatsApp/Text (for reminders)
- Phone Call (1-2 short check-ins)

Engagement Touchpoints

- Welcome Kit Preview
- Employee Testimonials or Quotes
- FAQs Sheet Small Task or Survey

Manager/HR Involvement

- Assign Buddy or Point-of-Contact (POC)
- Line Manager/HR to call 2-3days before start date
- Share team introduction document or welcome note



Motivation & Excitement Triggers

- Talk about growth path and onboarding process
- Share perks or Day 1 highlights
- If virtual: Invite to optional Day -1 casual meet or coffee call

Escalation & Backup Plan

- Maintain a list of backup candidates
- If candidate becomes unresponsive: Call after 2 failed email/text attempts
- Escalate to internal team Mark as "At Risk" and keep warm contact with next-in-line



TRAVEL REIMBURSEMENT & FIRST-TIME TRAVEL INSTRUCTIONS

Motivation & Excitement Triggers

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IF YOU ARE TRAVELING BY FLIGHT X



- Planning & Booking: 1. Book an economy-class ticket on any major platform (Expedia, Kayak, Airline websites). 2. If you're unsure, consult with your recruiter before booking. 3. Try to book flights at days before least 3-5 your reporting
- What to Save & Carry: Flight itinerary & e-ticket (PDF) Invoice or receipt showing price and date - Boarding pass photo (take after boarding) - A photo of your luggage tag (optional) - Valid ID License, Passport, or (Driver's State
- Day of Travel Tips: Reach the airport at least 2 hours before departure. - Keep boarding pass and ID handy. - Carry one small bag if possible to avoid extra baggage charges.
- After Arrival: Save location and arrival time. Inform your recruiter that you've landed.



IF YOU ARE TRAVELING BY TRAIN



Planning & Booking:

- 1. Use trusted providers like **Amtrak**, or **regional/state rail sites**.
- 2. Always book Standard Coach class.

What to Save:

- Confirmation email or ticket PDF
- Receipt with fare breakdown

Travel Day Tips:

- Reach station 30–45 minutes before departure.
- Bring your ID for verification.

After Arrival:

- Note station name and arrival time.
- Keep your ticket for reference (digital or printed).



IF YOU ARE DRIVING



What We Cover

- Fuel costs based on distance and receipts.
- Parking and tolls (with valid proof).

Before Driving:

- Reset your odometer or note starting mileage.
- Plan your route using Google Maps and save the screenshot.

During the Drive:

- Fill up at regular intervals, take clear photos of each fuel receipt.
- Note date, time, amount, and location on each receipt.

After You Arrive:

- Note final mileage.
- Take odometer photo (optional but useful).
- Fill out the **Fuel Reimbursement Form** (download from our website).



REIMBURSEMENT CHECKLIST

- Air Ticket Copy or Train Ticket Copy or All fuel receipts (date/location visible)
- Start/end address & mileage (For Car Travel)
- Completed Fuel Reimbursement Form



IMPORTANT POLICIES & TIMELINES

- All reimbursements will be added to your first paycheck. if documents are received within 48 hours of joining. -Reimbursements received later may be delayed to your next pay cycle.
- Non-refundable or business/first-class bookings will not be approved unless preauthorized.
- Receipts must be clear, dated, and verifiable. Handwritten receipts (except fuel) are not accepted

Contact Support

- Recruitment & Onboarding Questions: hr@systemart.com
- Emergency Assistance: Contact your assigned recruiter directly



BUDGET-FRIENDLY WELCOME KIT IDEAS (UNDER \$25)

- Branded Tote or Drawstring Bag (\$3–6)
- Personalized Water Bottle (\$4–8)
- Mini First Aid Kit (\$2–4)
- Branded Notebook + Pen Set (\$3–5)
- Personalized Welcome Postcard (\$0.5-1)
- Magnetic Badge Holder or Lanyard (\$1–2)
- Healthy Snack Pack (\$4–6)
- Pocket Planner or Shift Calendar (\$2–4)
- Utility Multi-tool Keychain (\$4–7)



SAMPLE KIT COMBO (UNDER \$25)

- Tote Bag (\$4)
- Water Bottle (\$6)
- Notebook + Pen (\$4)
- Snack Pack (\$5)
- Welcome Note (\$1)
- Total: ~\$20–22



HELPING YOU FEEL LIKE PART OF THE TEAM BEFORE DAY ONE

- Personalized Welcome Email
 - Welcome message with client location details
 - Team lead or site contact introduction
 - Direct link to travel and onboarding guide
- Assigned Point of Contact
 - Recruiter remains available for support pre-start
 - Provides check-ins, reminders, and readiness checklist
- Buddy System
 - A current worker at client site assigned to guide new candidate
 - Helps answer FAQs and share first-day expectations



- Welcome Video or Virtual Call
 - HR or Recruiter hosts brief orientation call
 - Introduction to staffing agency values and support
 - Overview of reporting day procedure
- Pre-Onboarding Resource Kit
 - PDF covering what to bring, how to dress, contact info
 - Step-by-step visual map to job site (if available)
 - Who to report to upon arrival
- Pre-Day One Check-In
 - Confirmation call 1–2 days prior
 - Verifies travel, accommodation (if applicable), documents
 - Builds reassurance and personal touch



- Welcome Messages & Group Chats
 - Candidates receive group email/chat with others joining same site
 - Shared contacts for team feeling and day one prep
- First-Day Confidence Boost Kit
 - Checklist of documents, dress code, items to carry
 - Contact sheet for recruiter, HR, and site supervisor



Thank You

