



communicate effectively

with contingent workers.



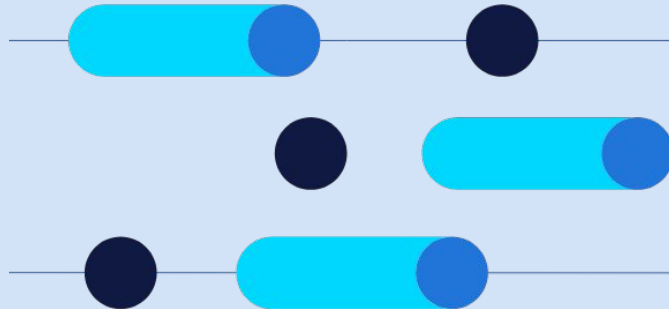
randstad

partner for talent.

# communicate effectively with contingent workers.

This template is designed to help you communicate effectively with contingent workers – such as freelancers, contractors, and temporary employees – ensuring alignment, productivity, and engagement.

Fill it in to ensure you have all the necessary tools to create a productive and positive working relationship with temporary staff.

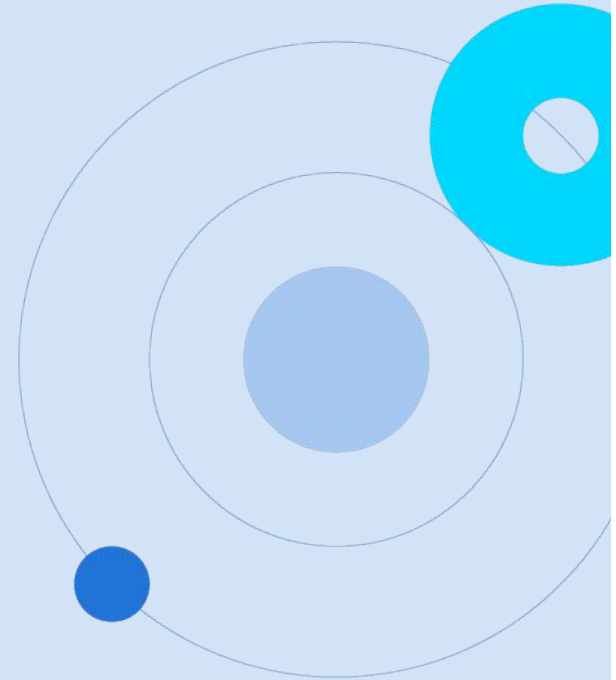


1. how will you ensure clarity in expectations and agreements?

Example: We will conduct a start-up meeting, either online or in-person, where we define roles and responsibilities, communicate deadlines and quality standards, as well as ensure that all terms and conditions are well-defined in contracts.

2. how will you keep contingent workers updated on project status?

Example: We have scheduled weekly check-ins, in the format of online meetings.

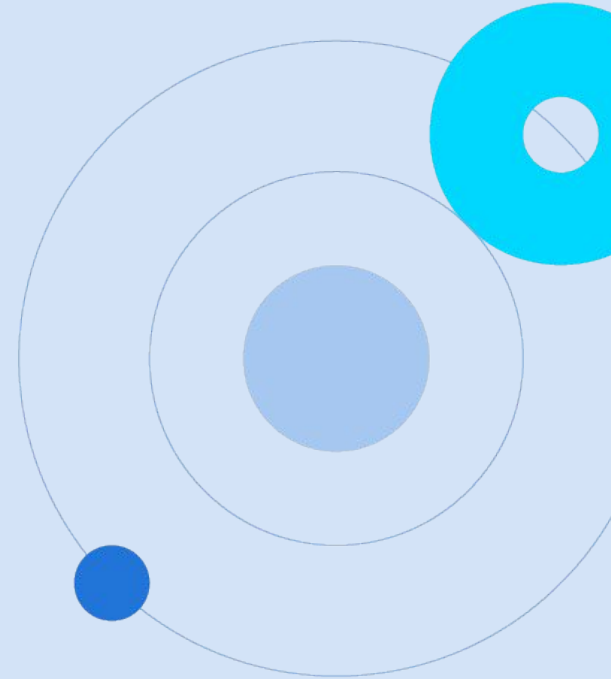


### 3. what communication channels should be used?

Example: We utilize various platforms such as Teams, Slack, SharePoint and email. The employee will be informed about the preferred communication methods and get access to the necessary tools and systems. In addition, we will provide contact information for technical support, if the need occurs.

### 4. how will you provide feedback?

Example: Feedback will primarily be given during our weekly check-ins, but also through our preferred communication channels. We will ensure our contingent workers are aware of our open-door policy, which promotes a two-way feedback process.

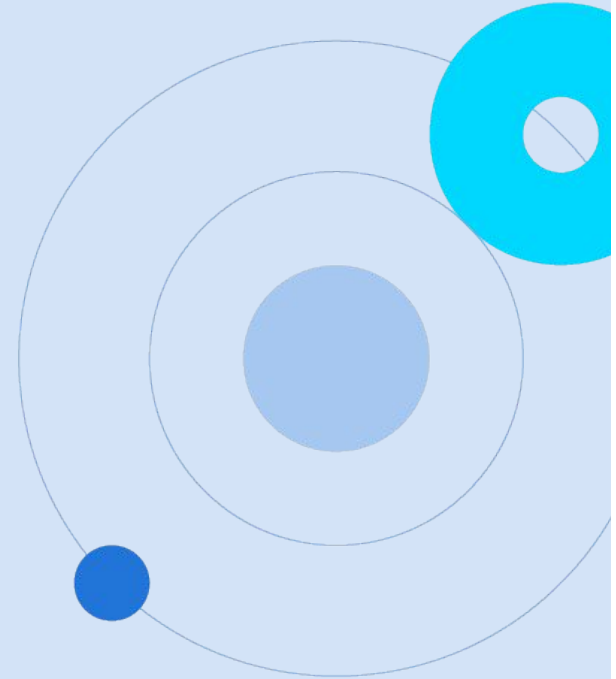


5. what measures are in place to act on feedback?

Example: We have a dedicated two-person team responsible for managing feedback. They follow a structured process to receive feedback, implement necessary changes, and communicate the outcomes of these changes.

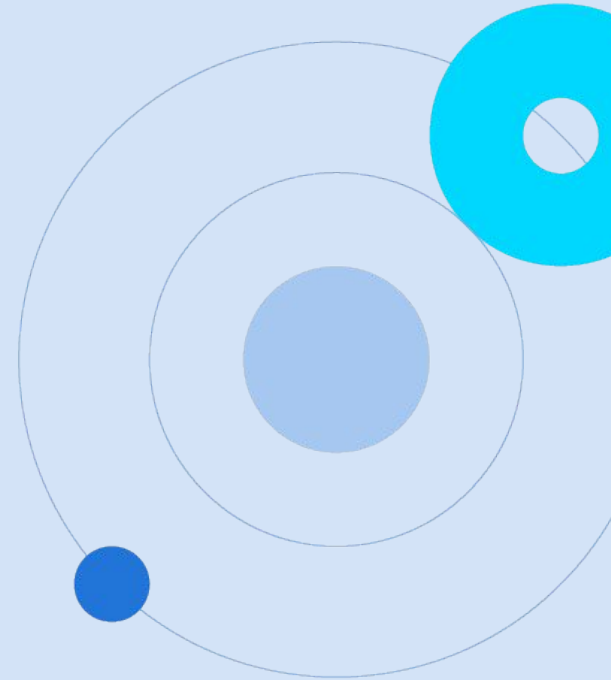
6. what steps will you take to integrate the contingent employee into your team?

Example: We will provide access to necessary documentation and resources. To create an inclusive atmosphere, we will invite contingent workers to participate in company meetings and social activities. The temporary employee will also be assigned a mentor.



## 7. what tools and capacity do you have to provide necessary training?

Example: We have a structured onboarding program and a wide range of online tools for efficient training. If needed, we also have an extensive network of training suppliers available on short notice.



Contact one of our consultants for more information about how to work with contingent talents.

