

GET YOUR SHIFT BACK

Labor Leak Checklist *(Simple Role Review)*

If you mark **No** or **Not Sure** in a section, that section is a place to review before reposting the role or adding more applicants.

1 The Market Rejected the Offer

Have These Been Done for this Role?	Yes	No	Not Sure
1. Pay has been checked against similar local roles within the last 6 months.			
2. Shift differential, incentives, commute, overtime, and physical demands have been considered together – not just base pay.			
3. The posting clearly states pay, shift, schedule, overtime expectations, and incentives where applicable.			
4. You know whether candidates are declining or disappearing because of pay, shift, commute, or schedule.			
✓ If you marked No or Not Sure : Validate pay, shift, commute, incentives, and job demands against the local market.			

2 The Right Candidates Didn't See the Role

Have These Been Done for this Role?	Yes	No	Not Sure
1. You know which sources or channels are producing qualified candidates for this role.			
2. Recruiting effort is being shifted toward the channels producing real candidate response.			
3. The job title and posting language match what the right candidates are likely searching for.			
4. You can tell whether the issue is low applicant volume, low applicant quality, or poor response.			
✓ If you marked No or Not Sure : Review job visibility, source quality, and whether recruiting effort is reaching the right workers.			

3 The Candidate Didn't Understand the Real Role

Have These Been Done for this Role?	Yes	No	Not Sure
1. The posting and screening process explain the real pace, environment, physical demands, PPE, attendance expectations, and production standards.			
2. A supervisor has shared what tends to surprise new hires in the first three days.			
3. Candidates hear the harder parts of the role before they accept, not after they arrive.			
4. There is a clear readiness check before acceptance to confirm the candidate still wants the real role.			
✓ If you marked No or Not Sure: Update the posting, screening process, and first-day handoff so candidates understand the actual floor before accepting.			

4 Early Turnover Risk Is Not Being Mitigated

Have These Been Done for this Role?	Yes	No	Not Sure
1. New hires receive clear start instructions: time, address, parking, entrance, contact person, and what to bring.			
2. Candidates receive a reminder between acceptance and day one.			
3. The supervisor knows who is starting and what expectations need to be covered on day one.			
4. First-shift or first-week check-ins happen regarding satisfaction and performance.			
5. No shows or early exits are investigated and tracked.			
✓ If you marked No or Not Sure: Tighten the handoff from acceptance to day one, then track first-week issues quickly.			

What to Do with Your Answers

1. Look first at any section where you marked **No** or **Not Sure**.
2. Before reposting the role, fix the earliest issue in the hiring journey.
3. If the issue shows up in more than one section, start with the one creating the biggest operational impact.