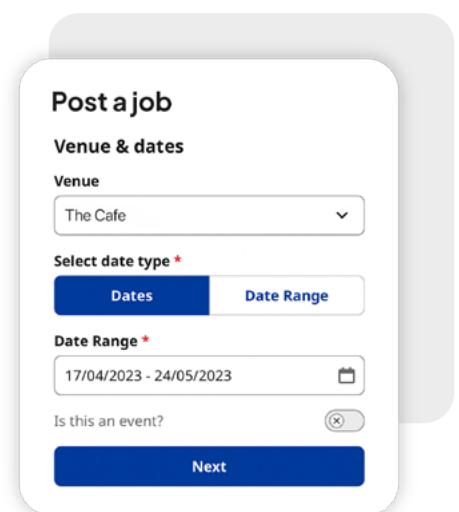# Manager's guide to getting high quality, consistent workers with Indeed Flex

Job templates to define your preferences

The Indeed Flex platform allows you to post a job in under 5 minutes, with your required skills and experience. Add a concise job description to set clear expectations for the role.

You can then seamlessly replicate previously posted roles with templates, saving you time.

Top tip: More requirements doesn't always mean better workers; by having fewer required skills, you are opening up the worker pool – giving you more choice of who to hire.

Post a job

Venue & dates

Venue

| The Cafe | ⌄ |

Select date type *

| **Dates** | Date Range |

Date Range *

| 17/04/2023 - 24/05/2023 | 📅 |

Is this an event? ⊗

Next

Choose the right job offer option

You can have as much control as you choose over who you offer your jobs to, through our dynamic job offer options.

● **Let Flex do the work**
Our algorithm will offer the shift to all available matched Flexers. This is the quickest way to fill shifts. You can see who's booked on, by visiting your schedule and clicking the relevant shift.

● **My Indeed Flex Pool – Indeed Flex recommends**
Extend the offer directly to those you've previously rated 5 stars or manually added to your worker pool. This choice lets your preferred Flexers instantly book onto your shift.However, if they're unavailable, another offer option might be quicker to fill.

● **Individual Flexers**
Browse verified worker profiles and make offers to specific Flexers. Although this method requires more hands-on effort and may take longer, it provides the highest level of control.

Rating & worker pools

Ratings empower your favourite Flexers to keep coming back to work your shifts. It's such an effective tool for boosting the quality of your workforce, by increasing retention, and we encourage you to build a habit of rating each worker.

Harry Smith 4.5 ★★★★★ 11 shifts completed	Company name flex Indeed Flex	Position General Staff 4.0 ★★★★☆	Date 10 Aug	

Here's what each rating means

5 stars
★★★★★

You're happy with the Flexer and would have them back for another shift. Rating 5 stars helps you to retain workers, building lasting and trusted relationships.

This automatically adds the Flexer to your pool, meaning they get first choice of your shifts.

4 stars
★★★★★

You're content to have them return but prefer not to offer them first choice on shifts. The worker isn't added to your worker pool and will only see your shifts if you select 'Let Flex do the work.'

Top tip: We recommend using this sparingly, as it's much quicker to fill a shift if you have more workers in your pool! If you would rather have this worker back tomorrow, instead of someone new, rate them 5 stars.

3 stars
★★★★★

You were not happy with the Flexer's performance and do not want them to return to your venue for any role.

Good to know: Rating a worker 3 stars or below removes them from future shifts, even if it was for a different role, and blocks their access to view any future shifts.

1 & 2 stars
★★★★★

2 stars there has been some misconduct that you need to raise with Indeed Flex and **1 star** there has been some **gross** misconduct that you need to raise this with Indeed Flex.

Adding to your worker pool with ratings

Rating workers 5 stars automatically adds the Flexer to your worker pool.
New shifts will be offered to these Flexers first, saving you time when posting a job.
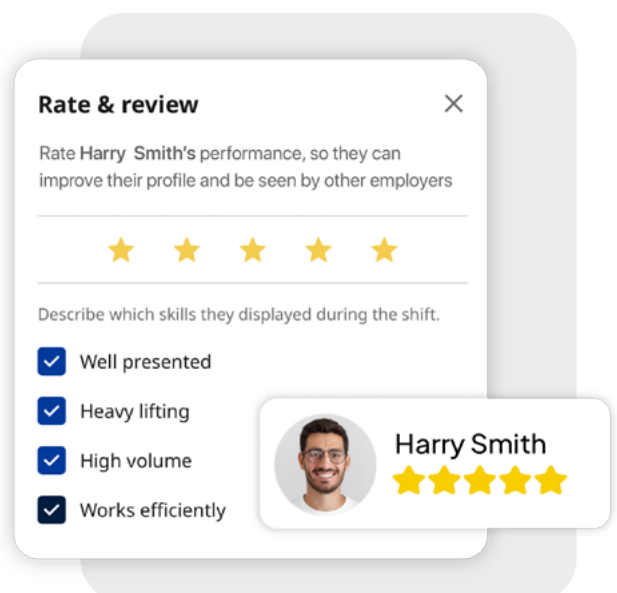
- Once the Flexer has completed their shifts, go to the **'Timesheets'** tab

- Select **'Rate & Review'**

- Click **5 star**s and leave any feedback in the comment box

- View and edit your worker pool under the **'My Staff'** tab on the desktop platform or **'Workers'** tab on our Flex Client app

Rate your teams

Save time ahead of approving timesheets with our 'Rate team' button.

How it works

1. Go to the **'Schedule'** tab and select the job ticket

2. Click the **'Actions'** dropdown in the top right corner, and select **'Timesheet'**

3. Select **Rate team**, choose the rating out of 5 stars, and click **'Save'**. This will apply the rating selected to all workers

4. If you need to change the rating of any individual workers from the team list, you can do this here.

For more tips, please reach out to your Account Manager or visit
indeedflex.co.uk/employer-community-hub/