

# SUMMER STAFFING READINESS CHECKLIST

Your 10-Point Plan to Stay Ahead of Seasonal Shortages

## 1: VISIBILITY & PLANNING

- Do we have a complete list of approved PTO for June–August?
- Have department heads reviewed projected gaps in advance?
- Do we know our busiest summer weeks (historically or forecasted)?
- Have we run a “what-if” scenario for high-call-out or surge weeks?

## 2: STAFFING STRATEGY

- Have we assessed our need for per diem, float pool, or travel staff?
- Is our credentialing and onboarding process ready to go?
- Do we have flexible contracts in place that allow for scale-up/down?
- Are we cross-training internal staff where possible?

## 3. EXTERNAL SUPPORT READINESS

- Are we aligned on timelines, communication protocols, and backup plans?
- Have we consulted with our staffing partner about summer availability?

### Pro Tip:

Start planning at least 6–8 weeks before gaps begin.  
Availability shrinks quickly in May.