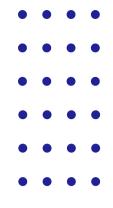
# SUMMER STAFFING READINESS CHECKLIST

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.

