



HOSPITALITY STAFFING SOLUTIONS APP

HSS ONDEMAND OFFICIAL GUIDE

HSSSTAFFING.COM/HSSONDEMAND

HSS
A KBS COMPANY



HOSPITALITY
STAFFING
SOLUTIONS



Welcome to the HSS OnDemand App! We are excited to have you as a part of our team. We know you are busy and often do not have time to take calls from recruiters to learn about jobs. So we have created this App to help you know in real time about real jobs.

Instead of getting calls and text messages from HSS you will receive alerts on your phone for Event Staffing jobs that HSS believes you are qualified for.

HSS Recommends you stay logged into the App so that you do not miss any job opportunities. Just like with a phone call accepting of a job opportunity is your choice!

**DOWNLOAD
AND LOG-IN**

JOB ALERTS

When HSS has a job we believe you are qualified for, your phone and the App will alert you to the opportunity. Tap the "VIEW" button to learn more about the job.

Review the job details that will include: location, job, date, hours as well as further details such as what to wear and where to go to check in.

If you are available to take the job, can arrive on time and complete the job, please click "ACCEPT JOB". If you accept the job you will be asked to CONFIRM.

If this opportunity is not for you, click "DECLINE JOB".

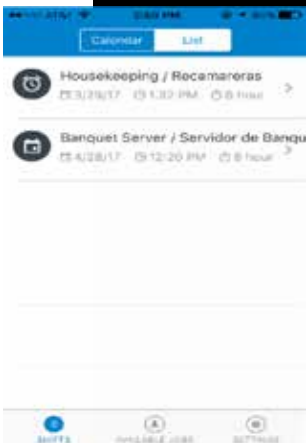


You can see what jobs you have accepted in this view.

The App will not allow you to Accept a job if you are already working in another HSS Event Staffing position.

If for any reason you are not able to make it to work you must provide HSS 24 hours notice so that we may locate a replacement employee. If you do not provide 24 hours notice it MAY impact HSS's ability to work with you in the future as we are counting on you to keep your commitments.

TRACK JOBS



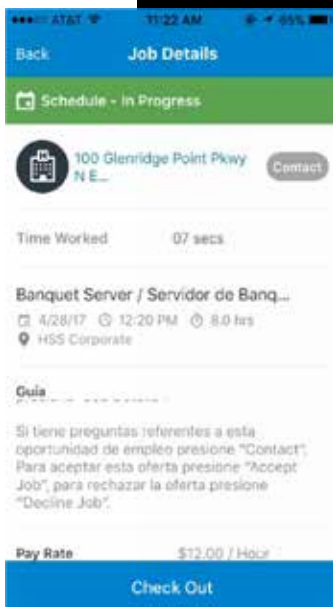
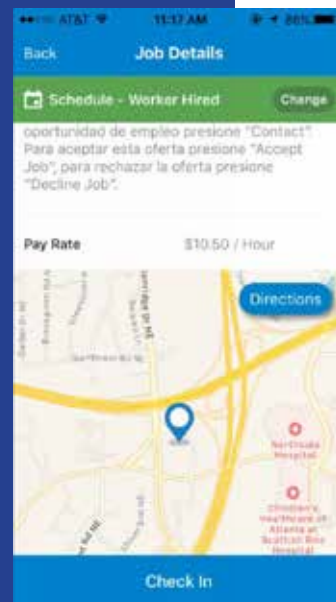
TRACK HOURS TO GET PAID

When you arrive to work it is **EXTREMELY IMPORTANT** that you log in using the App, which is the new good old-school "clock in" version.

This is how HSS will be capturing your time worked for your pay and will alert us that you have arrived safely and on time.

Simply open the App and click on Check In.

If you don't Check In, we won't be able to see how many hours you have worked and that will be reflected on your pay-check.



When your shift is over or you are taking a break, you **MUST CLOCK OUT** using the App.

Simply open the App and click Check Out.

Remember it is your responsibility to Check In and Out in order to ensure proper pay from HSS.

If you forget to take either of these steps please call your local HSS office **IMMEDIATELY** so that we can make the necessary adjustments.

If you are frequently forgetting to take this step it could impact not only the accuracy of your pay, but your ability to continue to work with HSS

CLOCKING OUT

Following your assignment, you will be provided the opportunity to give HSS some feedback about the job and the client. This is not required but it does help us in understanding what went well and what we still need to work on to make your work experience with HSS the best it can be.

Thank you again and Welcome to HSSOnDemand!

HSSSTAFFING.COM/HSSONDEMAND