

- **Vetting Script**

*Hi John, this is Peggy with Premium Event Staffing. How are you? Is now still a good time to chat for about 10 min?*

*Great. So, can you tell me a little about your background and your experience regarding serving, bartending or working events?*

*We have events that require certain bartending or serving certifications. Do you have any certifications?*

*If yes – Okay great, so I will need you to send me a copy of those certifications to my email at [hr@premiueventstaffing.com](mailto:hr@premiueventstaffing.com) or you can text me a photo to xxx.xxx.xxxx. Until I receive that from you, you will not be able to work the events with those requirements, but you will still be able to work our other events.*

*If no – Okay, no problem at all. We have plenty of other events available for you to work and if you choose to obtain your certs at a later time you can always send them to me when you receive them and I can get you updated.*

*Our standard uniform for events is black slacks, (Black slacks mean black dress pants. Not leggings or yoga pants. Not denim. Not capris. The best way to explain it would be like what a guy would wear to the office.), long sleeve black button up shirt (The shirt should be ironed and lint free. It should have no logos or designs. It should button all the way to the neck and have a collar.), black slip proof shoes and black socks (Socks and shoes must be ALL black. They must be dress shoes or Tredsafe non slip work shoes which you can get at Walmart or Payless for \$25. No tennis shoes. No boots. No shoes with any color including white or gray.), black tie (The tie must be an all-black necktie with no designs or logos. Tie tacks are not permitted.). Do you have all of that or can you acquire it before your first shift? Great! This is the standard uniform for most of our events. There will be events that require a different uniform but that will be in the announcement so you will know before you apply.*

*Do you have your own transportation or utilize public?*

*Any facial jewelry, exposed tattoos or unnatural hair color? (Add facial hair for male applicants)*

*Also, when we do a background check what will we find?*

**At this point, you decide if they are moving forward or not. You want to make sure you are positive that they are the right fit. Ask any other questions that you think of before moving forward.**

**If they are moving forward, continue the script and process below. If not, politely disconnect the call.**

- Discuss processes with them:
  - “We utilize a phone app for all of our events. You have the app on your phone and get notifications just like text messages any time there is a new event. When you get the notifications, you just read over the information. If you are interested and available, you apply. If you are busy or just not interested in that specific event you just decline. We have no minimums, so this is 100% when you are available and looking for something extra you apply. If you are remaining active in the app with applying and declining, you will be good with us. Those notifications will give you all the information you will need prior to applying. You will have general cross street location, what type of event, how many staff, what type of staff, pay rate, gratuity range, hours, etc.”
  - “Payday is every Friday direct deposit for any hours you work the previous Monday thru Sunday; cash gratuity will go home with you from the event.”
    - The only exception is this first event. For the first one, we are going to process payroll on the first business day after the event. Your bank will have a security process for the first deposit so it will be a few days before funds will be available. OK?
- Discuss **Ubeya** and onboarding:
  - “I want to get you set up in the phone app and you will receive an automated text message, that will be your link to download the app. The first thing I am going to do is send a text message to request you to download the app called Ubeya. Once you receive it, click on the link and start the process. Once the app is downloaded, open it up. It will ask for your phone number. Go ahead and enter it. Once your number is entered, you will be live and ready to go. While you are doing that, I will be sending you our Onboarding Packet which we will talk about in a minute.”