

5

EMPLOYEE-CENTRIC SCHEDULING TIPS FOR SENIOR CARE



1. SCHEDULE A MIX OF SKILL SETS

Make sure to balance seasoned employees with your less experienced employees. The most effective teams are comprised of individuals with a mix of tenure and skills.



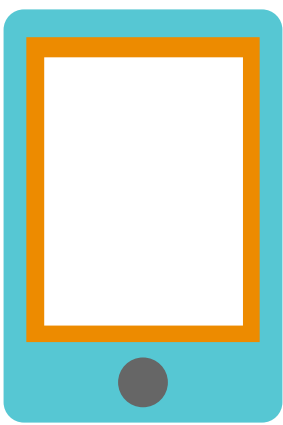
2. GIVE AMPLE NOTICE

Try and post schedules 2-4 weeks in advance. This will ensure employees have ample time to discuss any adjustments and provide more time to fill open shifts so that your community is properly staffed.



3. BE FLEXIBLE

Regularly discuss employee work preferences and availability with each staff member. Aligning schedules with staff preferences will help reduce call-offs and potential turnover.



4. OFFER ON-THE-GO ACCESS

Give staff mobile access to their schedules. This ensures they always know when they work and helps hold them accountable to work their shifts.



5. SHARE YOUR OPEN SHIFTS

Give staff equal opportunity to request open shifts and fill call-offs. You'll be surprised how many staff members are looking to pick up a couple extra shifts.