

[Company Name]
[Department Name]
[Date]

To: [Employee Name]
Position: Temporary Staffing Desk Controller

Subject: Probationary Period Expectations and Performance Standards

Dear [Employee Name],

Welcome to the team. As you begin your probationary period as a Temporary Staffing Desk Controller, this letter outlines the specific performance standards and expectations required for the successful completion of this phase.

Your performance will be evaluated based on the following key areas:

- **Order Fulfillment:** Ensuring all incoming temporary staffing requests are processed promptly and filled with qualified candidates within the required KPIs.
- **Candidate Management:** Maintaining an active pipeline of vetted temporary staff and ensuring all compliance, background checks, and right-to-work documentation are accurate.
- **Client Communication:** Acting as the primary point of contact for client managers, providing regular updates on vacancy status, and resolving scheduling conflicts effectively.
- **Administrative Accuracy:** Precise logging of shifts, hours worked, and billing data into the Management Information System (MIS) to ensure payroll accuracy.
- **Reliability and Conduct:** Maintaining professional punctuality, adhering to company policies, and demonstrating effective teamwork during high-volume periods.

During this [Number of Months]-month probationary period, we will hold formal review meetings on the following dates:

- First Review: [Date]
- Interim Review: [Date]
- Final Review: [Date]

Please note that successful completion of the probationary period is contingent upon meeting these standards. We are committed to providing you with the necessary training and support to succeed in this role.

Please sign below to acknowledge that you have received and understood these expectations.

Sincerely,

[Manager Name]
[Title]

Employee Acknowledgment:

Signature: _____ Date: _____