Enterprise - How to Track Employee Availability

Last Modified on 02/09/2021 3:22 pm CST

Why Track Employee Availability?

By tracking employee availability, users are able to search and reach out to the most eager applicants first decreasing the overall number of calls made to employees as well as the amount of time it takes to fill the order, thus increasing your rapport with employees and customers.

Managing Employee Availability from TempWorks Software on Vimeo.

This article includes:

- 1. Logging Availability Message
- 2. Searching for Available Employees
- 3. Using the Activity Tracker

Logging Availability Message

When an employee calls, emails, or states that they are actively seeking work, this is your cue to log the 'Available' message which will let you and your team know that this employee is looking for work.

- 1. On the employee's record, navigate to the visifile
- 2. Select the message icon to log a new message
- 3. Select the message action code of "Available"

Kate "Kay 281 Monks Ave. Maplewood, MN 5	" Austen ID: 42! 5109 SSN: x	95003726 xx-xx-6559	Scheduled for: 01/27/2016 ◀ ■ ▶	Meeting with Sasquatch Steel Reference checks
visifile > details documents > integrations > evaluations messages > pay history > pay setup tasks search	Action Available	ge weekends	follow-up	o follow-up items for this
employee customer order assignment contact pay / bill calendar reports	Rep Name Link Employee Link Contact Customer Link Order Link Assignment	Austen, Kate	 ✓ create a t Ø Ø	an appointment
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- 4. Enter details
 - What kind of work are they looking for?
 - Are they only available certain days?
 - Best time to call?
- 5. Select save

Are your employees using Buzz, our mobile app? What about WebCenter? They can let your recruiters know they are available by selecting the availability button on the home page.

Check out Buzz - Availability & Employee: The Home Tab for more information on how these messages are automatically logged.

Searching for Available Employees

Once you've logged messages to let recruiters know this employee is available for work, it's time to utilize that information in a search so you can quickly find employees that are available.

- 1. Navigate to Employee Search and select Enhanced Search
- 2. Select Profile category

3. Find the Message Action rule and have it = Available

		2.	Enhance Search	Saved Searches
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- Now the search will include employees with the available message
- 4. Consider entering a Date under Message Date

		Enhance Search	Saved Searches
Universal Search Location Profile	٩	▼ Job Title	
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- This will limit your search to only people who have a recently logged message
- ex. Message Day >= 1/1/2021 would include all messages logged Jan. 1st 2021 to Today
- 5. Click Search!

Search criteria can be sorted, grouped, and organized as you see fit. For example, I have selected the message date to organize my search results page by who has *reported available most recently*.

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429501 Bousha	rd Tricia		Memphis SE	56352	(232) 232-1111		×		1/25/2016 3:32	:00 PM
429497 Zipper	Jessica	×	Memphis SE	98001	(604) 564-5110	(654) 231-4578	×	\times	1/21/2016 3:29	:00 PM
429500 PEACH	MIL	×	Memphis SE	56001	(867) 254-3625	(329) 866-5656	×	×	1/13/2016 7:11	MA 00:
12934 Brell	Dalyce	×	Memphis SE	55121	(321) 474-2868		×		1/8/2016 2:31	:00 PM
5202 Marsha	ll Mathew	×	Memphis SE	45202	(651) 556-5757	(321) 474-2868	×	×	1/8/2016 2:30	:00 PM

Note If you have a large number of employees in your search results page consider adding additional criteria, like interest codes, to your search to pare down your results to an even better well matched group of employees.

You can also pull availability information by using the Employee Messages report.

Using the Activity Tracker

If you are looking for a calendar view to track when employees are or are not available on a week to week basis, you can utilize the Activity Tracker.

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Check out Enterprise - Tracking Employee Availability Using Activity Tracker for more details.

Note that the enhanced availability option in Buzz utilizes the Activity Tracker. Check out Buzz - Availability for more information.

Related Articles