QMStaffingGroup

Launch Checklist

Fast Track to Launching Your Healthcare Staffing Agency

MODULE 4

(5 Weeks Prior to Open)

OPERATIONS		COMPLETED
☐	Provide business phone number to QM Staffing to be placed on master website	
☐	Develop employee application	
☐	Apply for factoring/funding	
☐	Deadline to send virtual office address to HQ and written confirmation for set up of EIN and business bank account	
TRAINING		**COMPLETED**
☐	Launch Week 4 Videos	
☐	Coaching Call #4: Avoiding Failure (Insurance, Funding, Back Office)	
COACHING		**COMPLETED**
☐	Weekly check-in with Accountability Coach: Review current employee application and discuss steps for finalizing staffing agreement	
☐	Submit this module's completed Launch Checklist form from Hubspot	