



# Shift Scheduling Sheet

Please use this sheet as a guide when obtaining your schedule from a Scheduler

<u>Date</u>	<u>Location/Address</u>	<u>Start Time</u>	<u>End Time</u>
<u>Parking Info</u>		<u>Will shirts be provided?</u>	
<u>Where to meet at start of shift</u>		<u>Changes to schedule (if applicable)</u>	
<u>Is this a solo shift?</u> <u>Is there a Supervisor?</u> <u>Am I relieving or being relieved?</u> <u>Will I need to touch base with an onsite contact?</u>		<u>Responsibilities:</u>	

<u>Date</u>	<u>Location/Address</u>	<u>Start Time</u>	<u>End Time</u>
<u>Parking Info</u>		<u>Will shirts be provided?</u>	
<u>Where to meet at start of shift</u>		<u>Changes to schedule (if applicable)</u>	
<u>Is this a solo shift?</u> <u>Is there a Supervisor?</u> <u>Am I relieving or being relieved?</u> <u>Will I need to touch base with an onsite contact?</u>		<u>Responsibilities:</u>	

<u>Date</u>	<u>Location/Address</u>	<u>Start Time</u>	<u>End Time</u>
<u>Parking Info</u>		<u>Will shirts be provided?</u>	
<u>Where to meet at start of shift</u>		<u>Changes to schedule (if applicable)</u>	
<u>Is this a solo shift?</u> <u>Is there a Supervisor?</u> <u>Am I relieving or being relieved?</u> <u>Will I need to touch base with an onsite contact?</u>		<u>Responsibilities:</u>	

<u>Date</u>	<u>Location/Address</u>	<u>Start Time</u>	<u>End Time</u>
<u>Parking Info</u>		<u>Will shirts be provided?</u>	
<u>Where to meet at start of shift</u>		<u>Changes to schedule (if applicable)</u>	
<u>Is this a solo shift?</u> <u>Is there a Supervisor?</u> <u>Am I relieving or being relieved?</u> <u>Will I need to touch base with an onsite contact?</u>		<u>Responsibilities:</u>	

\*You are responsible for retrieving all pertinent information to your shifts; write it down. **You do not need to call and confirm your shifts** (except when requested by office staff); your shifts are confirmed at the time you accept them. If a change occurs to a shift, write it down. A change is confirmed when you are notified of it. Always be prepared to compensate for traffic into your commute to a shift; **leave early**.