

## Employee Set-Up Guidelines for Staffing Software

<http://ksmstaffing.nextcrew.com>

### ➤ Activation

1. Login (if you received an email that your account has been already created)
  - i. Go to URL <http://ksmstaffing.nextcrew.com>
  - ii. Login with username: **firstname.lastname** (First Name DOT Last Name) and password: **nextcrew1**
2. New Account Sign-up
  - i. Go to URL <http://ksmstaffing.nextcrew.com>
  - ii. Hit “sign up” – the green button on the left side
  - iii. Type in your credentials and basic account information such as email, username, password.
  - iv. After you submit your information a new page will load à hit “Let’s Get Started!”
  - v. You will be taken back to the Welcome Screen – so type in your username and PW that you just created. Then hit “Log In”
  - vi. A message will pop up asking you to click “here” to activate your account.
    1. Click on the activation link
    2. An activation link will be sent to your email
  - vii. Go to your email account that you used
    1. -Open an email from Next Crew that is titles “User Activation”
    2. -Click the link in the email
  - viii. After clicking the link you will be redirected to the NextCrew login page
  - ix. Now type in your username and PW
  - x. You can decide to update your profile now or skip it and hit “Fill In Later”
    1. -Later make sure to go to “Settings” and update your information
      - a. -Like your work history, about yourself, your availability, resume, etc.

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➤ **Profile Setup**

2. Once your account is activated, please log back in and fill out the following information to complete your profile. You will also see a screen, which will explain why some of the information is critical to fill out. This is the first step in moving forward with identifying those positions you are interested in working and for us to confirm and schedule you for the shifts needed.
3. Go to the **“Settings”** Tab and complete the following information:
  - a. Profile
    - i. Picture – please upload a professional photograph of yourself.
    - ii. Bio – short description of your past work performance. You do not need to recreate your resume. You will have the ability to upload your resume in another area of the portal.
  - b. Skills  
List all that apply to your work experience and knowledge base.
  - c. Work History  
Please fill out your past work experience
  - d. Languages  
If you speak multiple languages, please indicate on the screen.
  - e. Contact Information
    - i. By default, we will use your email address as the first preference for all notifications with you.
    - ii. We also require you to add a phone number as well to ensure we have all available options to communicate effectively with you. Please provide this information in the designated field.  
*Note: Please keep in mind that, for the security purposes all the new contact information is inactive until you re-verify it.*
    - iii. Select SMS so we can also use Text Messaging if this is an option you would like us to also use to reach you.
    - iv. After you have completed this information, please open up the **“Notification Preference”** screen and update it so we can easily communicate with your preferred communication method.
4. Credentials  
Please upload your resume and all other job related documentation in this area.

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➤ **Job Search:**

The portal allows two powerful options, which allow you to locate the best job based on your skills, availability and interest.

5. You can search for available jobs by going to the “**Activity Bar**” on the left side of the screen.
  - f. Once you click on the “**Activity**” tab, you will see another bar that says, “**Job Matches**”. Once you click on the “**Job Matches**” icon you will see all of the jobs that you qualify for based on your skills and work experience.
6. Other option is, you can click on “GO” which is on the menu bar with or without key word and it will provide search result. You can always change the radius to expand your search.

➤ **Applying for a Job:**

7. Next, review all of your job matches and select or click on all those that you are interested in working. Please review carefully, as you will be selecting jobs based on job type as well as the shift required for each job.
8. You can review and see a listing of all jobs you have submitted an interest for at the “**WorkSpace**” tab at the top of the page. Look under the section called “**Interested**”.
9. The staffing administrator will then receive an email notification for all the jobs you have shown an interest by job and by shift.
10. If selected for the job and shift, you will receive another email from the staffing administrator “**confirming**” that you have been hired for this position. You will also receive a notification, if the position has been filled.
11. Given the number of jobs and shifts you may be confirmed for more than one.
12. Final confirmation of which job and shift will be reconfirmed prior to the start of the job.
13. Once you have received a Confirmation email, the job status will move from “**interest**” to “**confirmed**”.

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➤ **Tracking of your confirmed Jobs:**

14. You can view your confirmed jobs, two ways.

- g. Select a tab “Workspace” and select menu item “confirmed” to view all the confirmed jobs. You can also click on Detail to view detail on a job.
- h. You can also look at your “Dashboard” to obtain current information on your jobs that have been confirmed. To access the dashboard; click on the tab “Activity” and select “Dashboard”.

➤ **Communication and Support**

15. To communicate with the staffing administrator, you can go to the “**Network**” icon at the top and click on the “**Message**” to compose and send a message to the staffing administrator.

16. For any technical support, please send an email to [support@nextcrew.com](mailto:support@nextcrew.com) or click on Contact US, at the bottom of the screen.

➤ **Supported Browsers and Devices**

- The website supports following browsers:
  - Internet Explorer
  - Firefox
  - Safari
  - Chrome
- Supported devices are:
  - PC
  - MAC
  - iPad

