

# Mastering Scheduling

**Tips and Tools for IATSE Hiring Halls**



# The Roosted approach to seniority, workflows and compliance



Scheduling for IATSE hiring halls is no simple task. With unique workflows, seniority rules, and compliance requirements, even the most experienced administrators face challenges in creating a system that is both fair and efficient.

This guide breaks down key strategies to streamline scheduling, reduce errors, and improve transparency—helping you build a process that works for both your hall and your workforce.

And if you're looking for ways to make implementation easier, Roosted provides tools designed specifically for IATSE hiring halls to automate scheduling, track seniority, and simplify credential management.

# Top strategies for improving scheduling processes



Efficient scheduling is one of the biggest challenges faced by IATSE hiring halls. With each local having unique workflows, seniority rules, and operational requirements, creating a streamlined and transparent scheduling system can feel daunting. So let's jump into some techniques, and tools to help decision-makers refine their processes, save time, and reduce errors.

# Adapt workflows to your unique needs



Every hiring hall operates with its own set of workflows shaped by legal requirements, bylaws, and historical practices. These workflows are often highly customized, reflecting years of adjustments to fit local needs and requirements. However, the complexity of these workflows can lead to inefficiencies, particularly when they are not clearly documented or standardized.

Custom workflows often rely on manual processes, which can result in inconsistencies, missed steps, and delays. Over time, these inefficiencies can strain resources and create frustration for administrators and workers alike. To ensure smooth operations, it's crucial to evaluate and refine these workflows regularly.

# Tips



## 01

Map out your current processes to identify areas for improvement.

## 02

Use digital tools that allow for workflow customization, ensuring they adapt to your specific rules and processes.

## 03

Regularly review and update workflows to match evolving needs and compliance requirements.



Studies show that automating manual workflows can reduce administrative errors by up to 85%, freeing up valuable time for other essential tasks. (Kissflow)

# Simplify seniority management



Seniority management is a cornerstone of IATSE hiring halls, ensuring fairness and compliance in scheduling practices. However, the rules governing seniority can vary significantly. Some locals prioritize shifts worked, others hours logged, and still others use start dates or combinations of these factors. Tracking these variations manually can lead to errors, disputes, and even grievances among workers.

The challenge lies not only in calculating seniority accurately but also in applying it consistently to scheduling decisions. Misunderstandings about seniority can create distrust and reduce worker satisfaction, making it essential to address this issue with clear and transparent processes.

# Tips



## 01

Implement a system that automates seniority tracking to ensure accuracy and fairness.

## 02

Provide transparency by sharing real-time seniority calculations with workers.

## 03

Establish clear communication around how seniority is calculated and used in scheduling decisions.



Develop a seniority handbook tailored to your local, explaining how seniority impacts scheduling and how disputes can be resolved efficiently.

# Standardize and document processes



In many hiring halls, processes for scheduling and communication evolve organically over time, often without formal documentation. This lack of standardization can lead to inefficiencies, particularly when staff turnover occurs or when handling high-demand periods. Without clear guidelines, administrators may struggle to maintain consistency, and workers may feel uncertain about expectations.

Standardizing processes ensures that everyone involved in scheduling understands their role and responsibilities. Documenting these processes not only streamlines daily operations but also provides a valuable resource for training new staff and addressing disputes or misunderstandings.

# Tips



01

Develop written guidelines for scheduling, shift assignments, and communication protocols.

02

Leverage scheduling software that enforces consistency through automated processes.

03

Train staff and administrators on standardized procedures to reduce misunderstandings.



According to a workforce study, organizations with standardized processes experience 30% fewer scheduling errors compared to those without. (Process Street)

# Enhance transparency and communication



Transparency in scheduling is critical to building trust and maintaining worker satisfaction. When workers don't understand how scheduling decisions are made, it can lead to frustration and feelings of favoritism. Clear and open communication helps mitigate these concerns and fosters a more positive working environment.

Effective communication is not just about sharing schedules; it's also about creating channels for feedback and addressing worker concerns proactively. Workers who feel informed and heard are more likely to stay engaged and committed.

# Tips



## 01

Use platforms that allow workers to view their schedules, seniority rankings, and shift details in real time.

## 02

Create regular communication touchpoints, such as email updates or in-app notifications, to keep workers informed.

## 03

Foster open dialogue by encouraging feedback on scheduling practices.



Transparent communication within organizations significantly enhances employee engagement and trust. A study by Slack found that over 80% of workers desire a better understanding of how decisions are made, and 87% of job seekers prioritize transparency in a future workplace.

# Streamline credentialing and compliance



Credentialing is a vital part of ensuring worker safety and compliance with legal and industry standards. However, managing certifications, licenses, and training manually can be labor-intensive and prone to errors. Missing or expired credentials can have serious consequences, including safety risks and legal liabilities.

Automating credential management not only saves time but also reduces the risk of oversight. By integrating credentialing into your scheduling processes, you can ensure that only qualified workers are assigned to specific roles, enhancing both safety and efficiency.

# Tips



## 01

Digitize credential management to track certifications and send automated reminders for renewals.

## 02

Centralize documentation for easy access during audits or compliance checks.

## 03

Incorporate credential checks into scheduling processes to ensure only qualified workers are assigned to roles.



Credentialing automation can reduce administrative workload by 40%, allowing more focus on safety and operational priorities.  
([Formstack](#))

# Tools and techniques for success



## **Leverage Technology for Efficiency**

Invest in scheduling and workforce management software that offers:

- Customizable workflows tailored to your needs.
- Real-time analytics and reporting to identify bottlenecks and trends.
- Integration with other tools, such as payroll and credentialing systems, for seamless operations.



## **Focus on Continuous Improvement**

- Regularly analyze scheduling data to identify patterns and areas for improvement.
- Conduct periodic staff feedback sessions to ensure processes align with on-the-ground needs.
- Stay informed about industry best practices and adapt them to your operations.

# Next steps

**1.**

## **Evaluate your current processes**

Conduct an internal audit of your workflows to pinpoint pain points.

**2.**

## **Explore digital tools**

Research platforms that offer scheduling, credentialing and communication features that match your needs.

**3.**

## **Develop a plan**

Create an action plan to implement changes, including timelines and responsibilities.

**4.**

## **Monitor and adjust**

Track progress and refine processes based on results and feedback.

# Smarter scheduling for a stronger workforce



Optimizing scheduling processes is essential for the success of IATSE hiring halls. By focusing on transparency, automation, and continuous improvement, decision-makers can create efficient systems that benefit both administrators and workers.

Use the tips and techniques in this guide to elevate your scheduling processes and keep your workforce running smoothly.

# Streamline your operations with Roosted

Managing your workforce shouldn't be a burden. Roosted simplifies scheduling, payroll, and communication for on-demand workers, like those in IATSE halls. Our platform is tailored to address the unique challenges you face every day, with seamless integration into your existing workflow.

Ready to experience the difference? Book a personalized demo today and discover how Roosted can save you time and reduce errors, all while improving operational efficiency.

**BOOK DEMO**

