

Contract engineer readiness pack

One pack for the workflow, readiness checklist, and open actions. Fill it in with the hiring manager and tech lead. Confirm with each person what they will handle.

Choose the next step

Make each decision when it applies to the work.

BEFORE YOU LOOK FOR CANDIDATES

Is the job clear, including the help your team can offer?

YES Start looking for the right engineer.

NO Clear up questions that change who you need to hire.

BEFORE WORK STARTS

Does the engineer have what they need for the first task?

YES Start the agreed task.

NO Agree on useful work they can do now. If there is none, sort out the missing item first.

BEFORE CHANGES GO LIVE

Are the tests, reviews, and approvals done?

YES Release through your team's approved process.

NO Keep the change out of the live system. Finish the checks and get approval.

Check again when the job changes or something the engineer needs is no longer available.

Start on page 2 with one assignment. Record anything marked **Needs action** on page 3. Page 4 shows how a plan can work when release approval is still pending.

Download and open this PDF in a PDF reader to type in the fields and save your answers. You can also print it.

Your readiness checklist

Choose when each item must be ready: Hiring, This task, or Go-live. Hiring means before you look for candidates. Mark Ready only after checking. Explain Not needed at the bottom of page 3.

First assignment

First result you need

Planned start date

Who decides whether work can start?

Item / needed before	What to check	Status	Person and agreed date	
First assignment Before: Hiring	What should they build or find out? What counts as done?	Choose	Person 	Agreed date
System details Choose	Which docs can they use? What will they need to find out?	Choose	Person 	Agreed date
Access Choose	Can they use the account, data, or test system for this task?	Choose	Person 	Agreed date
Team support Choose	Who can answer questions? When are they free? Who can cover for them?	Choose	Person 	Agreed date
Work review Choose	Who will check the work? What checks will they use?	Choose	Person 	Agreed date
Release approval Before: Go-live	Who can approve the release? What do they need to see first?	Choose	Person 	Agreed date
Handover Choose	Where will code and notes live? Can your team get to them later?	Choose	Person 	Agreed date

For more items or another assignment, save another copy of this PDF and fill that one in.

Plan around open items

For each Needs action item, name the work it blocks. Agree on useful work the engineer can do while waiting. If none is useful, resolve the item or change the assignment before starting.

Open item 1

What's missing?

Person

What work does it block?

Agreed date

What useful work can go ahead?

Next check

Open item 2

What's missing?

Person

What work does it block?

Agreed date

What useful work can go ahead?

Next check

Open item 3

What's missing?

Person

What work does it block?

Agreed date

What useful work can go ahead?

Next check

Items marked Not needed and why

A worked example

Suppose a restaurant tech team needs to find out why order statuses sometimes do not match. This example shows how to decide what can start.

First assignment

Map how order statuses change and use the available logs to look for a likely cause. A diagram and notes give the team something to review.

What is ready

The engineer can read the approved application logs and API docs. Someone can explain how the app should behave.

What is still missing

Approval to change the live system. This blocks releasing a fix, but may leave room to investigate.

The start decision

Begin the investigation only if the available logs show enough detail. If they do not, get better evidence or agree on a different useful task.

Before releasing a fix

Check the required tests and approvals before changing the live system. Recheck the plan when the assignment changes.

Source notes

[Toast integration-partner process](#)

Test access follows the partner steps; live access follows certification. Other access routes may differ.

[GitHub deployment rules](#)

Teams can configure review before release. Check the rules your team uses.

[GitLab onboarding-buddy guidance](#)

Employee guidance supports checking that a named helper will be available.

[NIST software security framework](#)

Clear roles and protected development environments support access and review planning.

Use the plan in your staffing discussion

[Discuss your engineering role](#)



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