

How VPL Books Auxiliary Shifts

Each worksite supervisor is responsible for sending a call-out when a shift becomes available at their location.

Generally, offers of shifts are sent out by email. Upon being hired, an auxiliary worker is added to a master email list and asked to share their availability for shifts with HR.

A supervisor might call or email an auxiliary worker directly with the offer of a shift if the worker has indicated they are available.

Tips for Picking Up Auxiliary Shifts

Make sure your phone number and email are up-to-date with the employer. Check in with HR to ensure they have your most recent contact and availability information.

Introduce yourself to supervisors at different worksites and express your interest in working there. Keep worksite supervisors up-to-date on your availability.

Check your email and voicemail regularly. Sometimes offers of shifts are for the same day, and sometimes they are for dates further in the future. The more responsive you can be, the easier it will be for supervisors to book you in – especially for those same day shifts.