Client and Consultant Onboarding Checklist

New to the Rent-a-Researcher (RAR) program? We source & screen highly qualified Market Research & Insights experts and match them with busy clients seeking temporary resources. Here's what to expect throughout your RAR staffing engagement.

STARTING	MATCHING	PREPARING	WORKING ✓
▪ **Client reaches out to RAR with a market research resource need** ▪ **(New clients only) Staffing Agreement (SA) is sent via e-signature** (to establish mutual confidentiality and non-solicitation) ▪ **RAR documents client's specifications** (skills needed, work volume, timing/known deadlines) ▪ **(New consultants only) NDA is sent via e-signature** (This needs to be signed after freelancer is vetted and officially added as a RAR Consultant)	▪ **RAR consultants best qualified for the specs are selected from our database and confirmed for availability in client's desired timeframe** ▪ **Concise candidate bios are sent to client for review** (candidate highlights & $/hr. specified) ▪ **Client reviews candidates** ▪ **Client selects candidates for phone/Zoom interviews** (RAR coordinates phone/Zoom interviews) ▪ **Client makes selection** (or in rare cases, client requests additional candidates)	▪ **Engagement's estimated hours are documented for agreement by Client and Consultant** (usually expressed in a range of "X to Y hours") ▪ **Client receives a Letter of Agreement (LOA) to sign via e-signature** ▪ **Consultant receives a Statement of Work (SOW) to sign via e-signature** ▪ **Once signed, work can now begin!** (If reporting work, client to provide template or sample "desired" report)	▪ **Consultant submits weekly timesheet to RAR** ▪ **RAR sends timesheet to the Client for e-signature approval** ▪ **Clients invoiced bi-weekly** (except for monthly retainer Clients) ▪ **Consultants paid every two weeks during active engagement** ▪ **Client contacted for feedback** (we always want to improve!)

Rent-a-Researcher is a division of Research Rockstar Training & Staffing, Inc.