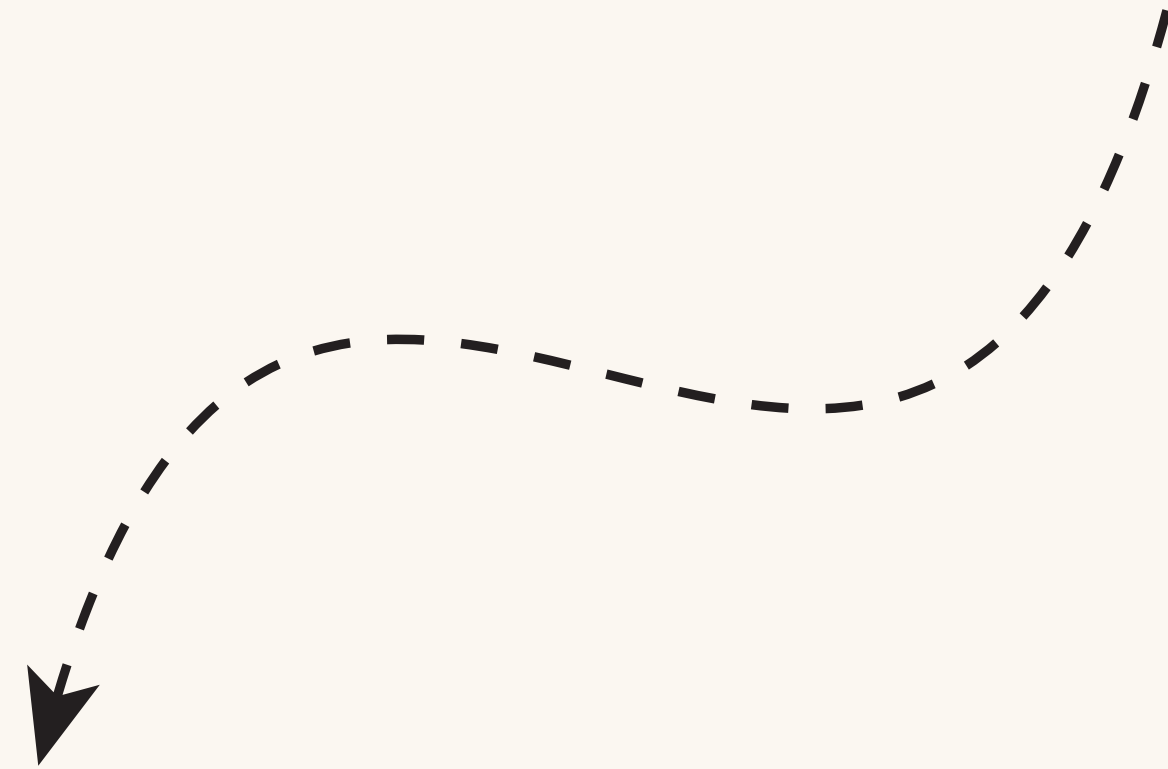




Ask
TORO



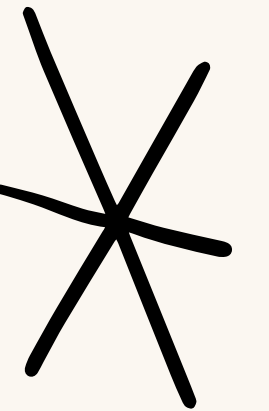
Tutorial and Best Practices

By Kristin Farnsworth

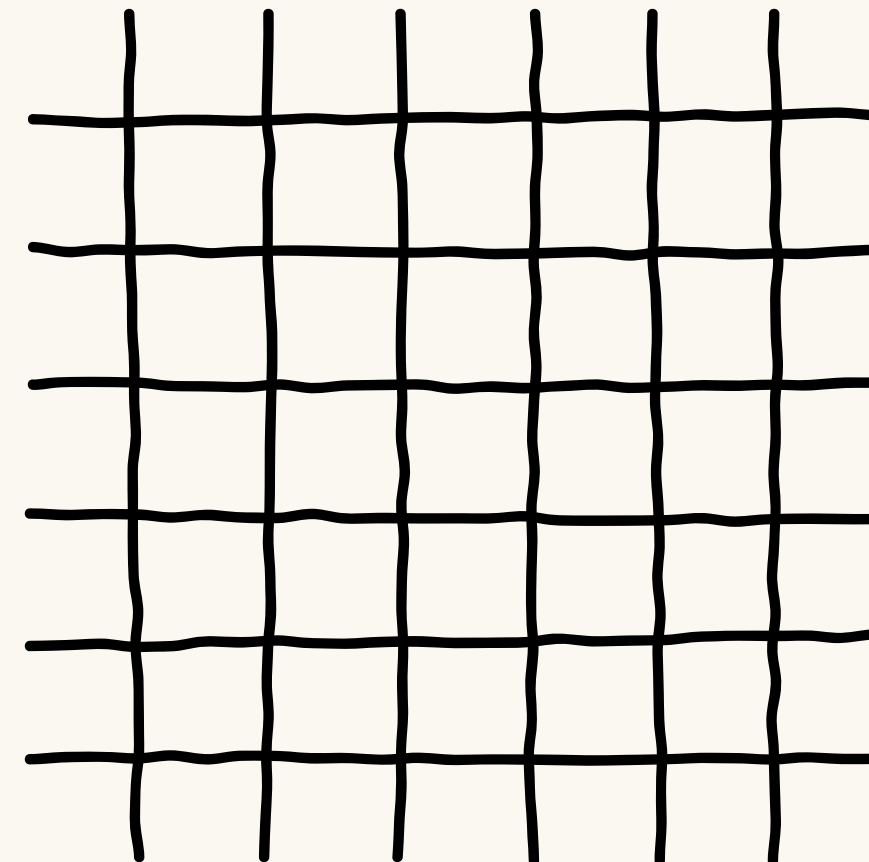
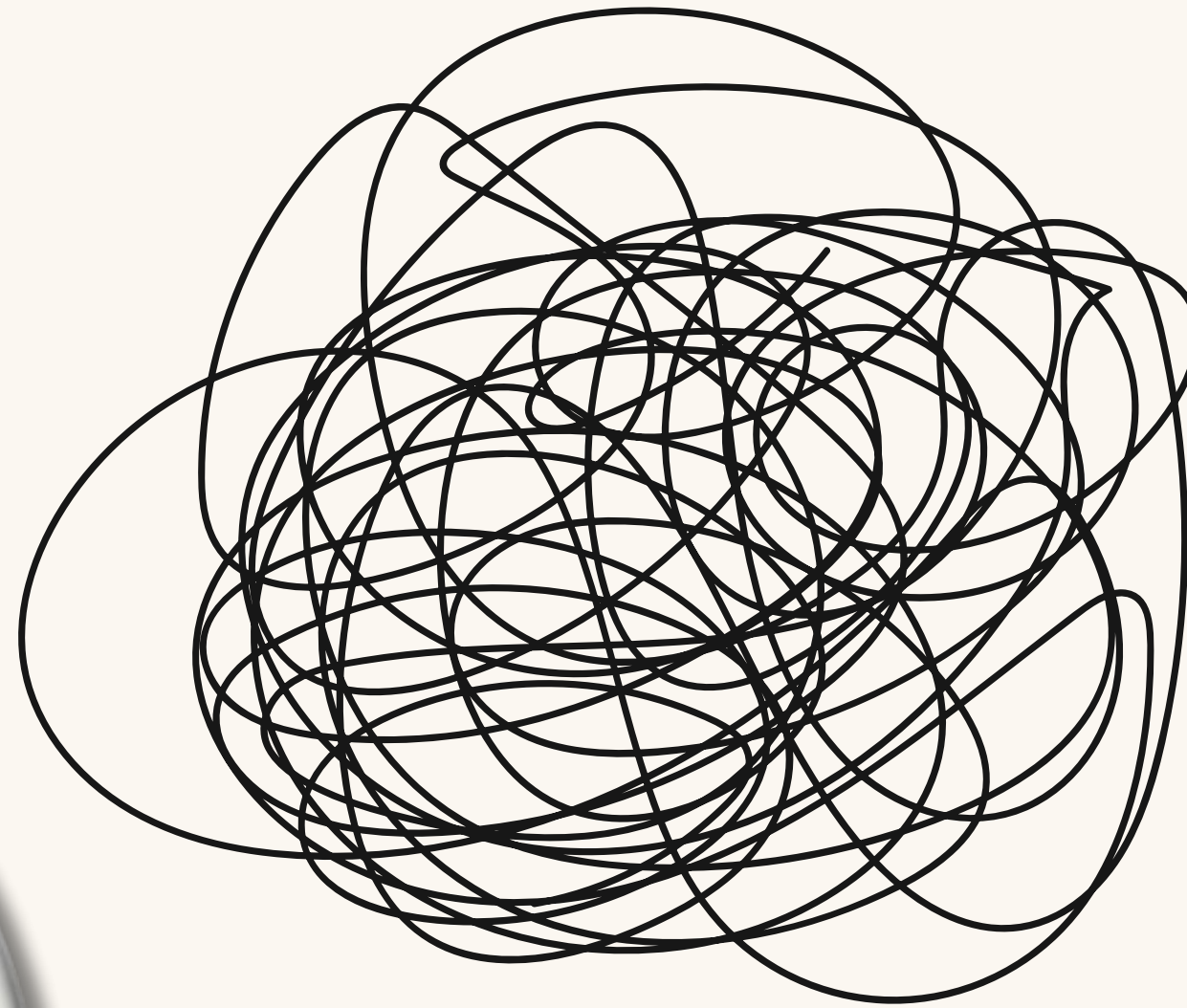


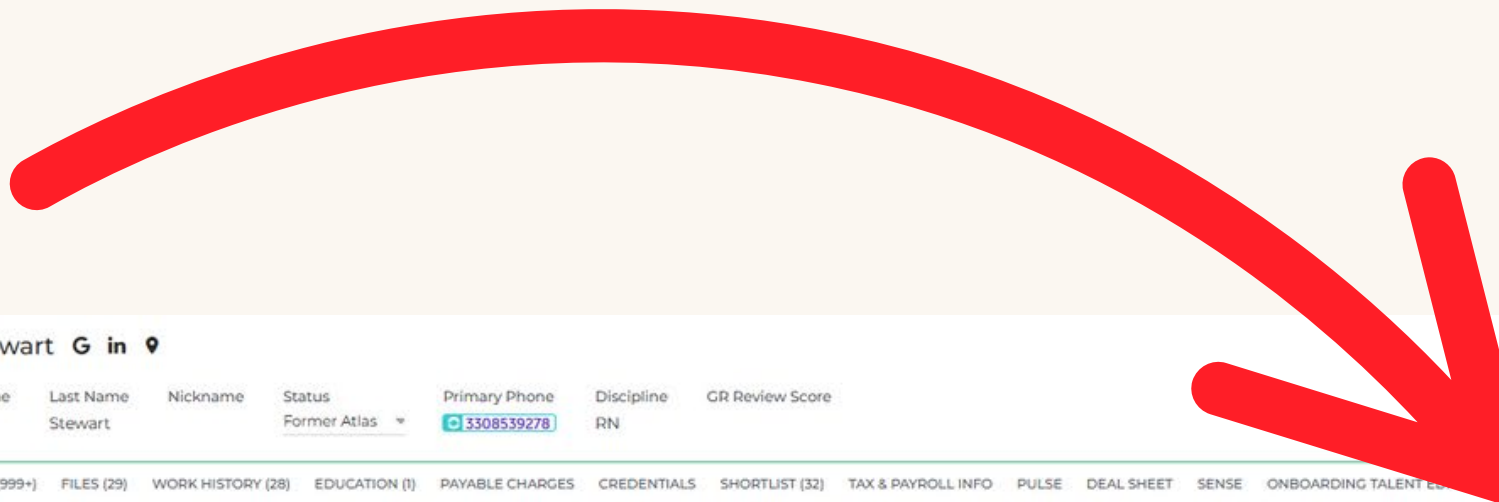
Agenda

- Intro
- Summary Prompts
- Reachout Prompts
- Lost Candidate Prompts
- RAKs and Gifting
- Profile Prompts
- Best Practices and Guardrails
- Q&A and Collaboration



What is Ask Toro?





161925 | Laura Stewart G in

OVERVIEW EDIT ACTIVITY NOTES (999+) FILES (29) WORK HISTORY (28) EDUCATION (1) PAYABLE CHARGES CREDENTIALS SHORTLIST (32) TAX & PAYROLL INFO PULSE DEAL SHEET SENSE ONBOARDING TALENT EDITIONS

Prescreen Shortlist (32) Client Presentations (20) Interview Offer Extended (2) Assignments (6)

Open Shortlist

- 1117431 | Operating Room Registered Nurse - St. Vincent's Medical Center - CT - Job Closed on Client Portal - 01/12/2024, 2:04 PM
- 1114220 | Operating Room Registered Nurse - The Hospital of Central Connecticut - Job On Hold on Client Portal - 01/08/2024, 7:54 AM
- 1111907 | Operating Room Registered Nurse - St. Vincent's Medical Center - CT - CM Rejected - 01/03/2024, 6:57 AM
- 1004841 | Operating Room Registered Nurse - Hartford Hospital - Job On Hold on Client Portal - 07/05/2023, 12:24 PM

Open Tasks

- Reach out about next assignment - 09/08/2025, 10:15 AM - Call - Kristin Farnsworth

Recent Notes

- 09/15/2025 9:52 PM Dealsheet - New Deal - Kristin Farnsworth - New Deal Sheet for Job 1391746
- 08/30/2025 10:14 AM Talked To (TT) - Kristin Farnsworth - Checked in
- 08/26/2025 11:37 AM STAFFING_REFERRALS_EMAIL - StaffingReferrals API User - Laura Stewart was sent an email with the subject: Laura, Earn \$800 by Referring Friends to Atlas MedStaff
- 08/22/2025 10:42 AM Outbound SMS - Kristin Farnsworth - You're welcome! From Kristin Farnsworth (+14024456235) to Laura Stewart +13308539278 Aug 22, 2025, 12:42:40 PM (times are listed in CDT)

TalentIQ by Toro

Specialty: Operating Room

Licenses: CT, AK, OH

Location Preferences: MA, RI, NY, CT

Shift Preference: Days

Available to Start: 7/7/25

Pay Preference: \$2500

Communications

August 2025

- Phone Call with Candidate - Kristin Farnsworth - 8/30/2025, 10:14 AM - Checked in
- STAFFING_REFERRALS_EMAIL - StaffingReferrals API User - 8/26/2025, 11:37 AM - Laura Stewart was sent an email with the subject: Laura, Earn \$800 by Referring Friends to Atlas MedStaff
- Outbound SMS - Kristin Farnsworth - 8/22/2025, 10:42 AM - You're welcome!
- Inbound SMS - Kristin Farnsworth - 8/22/2025, 10:42 AM - Thank u so much
- Outbound SMS - Kristin Farnsworth - 8/22/2025, 10:41 AM - You're welcome!

Assignment Credential Requirement Overview

This Candidate does not have any Assignment Credentials.

Privacy Help Kristin Farnsworth KF

ACTIONS

RDING TALENT EDITION EMAILS MORE AI ASSISTANT CLOSE

TABS CARDS

- Details
- Recent Notes
- Open Shortlist
- Open Tasks
- Internal Order Description
- Assignment Credential Requirement Overview
- KereAssured
- TalentIQ by Toro
- Local TalentIQ
- TalentIQ Dev

Type to search...

Results from Sep 15, 2024 to Sep 15, 2025

Phone Call with Candidate

Kristin Farnsworth - 8/30/2025, 10:14 AM - Checked in

STAFFING_REFERRALS_EMAIL

StaffingReferrals API User - 8/26/2025, 11:37 AM - Laura Stewart was sent an email with the subject: Laura, Earn \$800 by Referring Friends to Atlas MedStaff

Outbound SMS

Kristin Farnsworth - 8/22/2025, 10:42 AM - You're welcome!

Inbound SMS

Kristin Farnsworth - 8/22/2025, 10:42 AM - Thank u so much

Outbound SMS

Kristin Farnsworth - 8/22/2025, 10:41 AM - You're welcome!

Inbound SMS

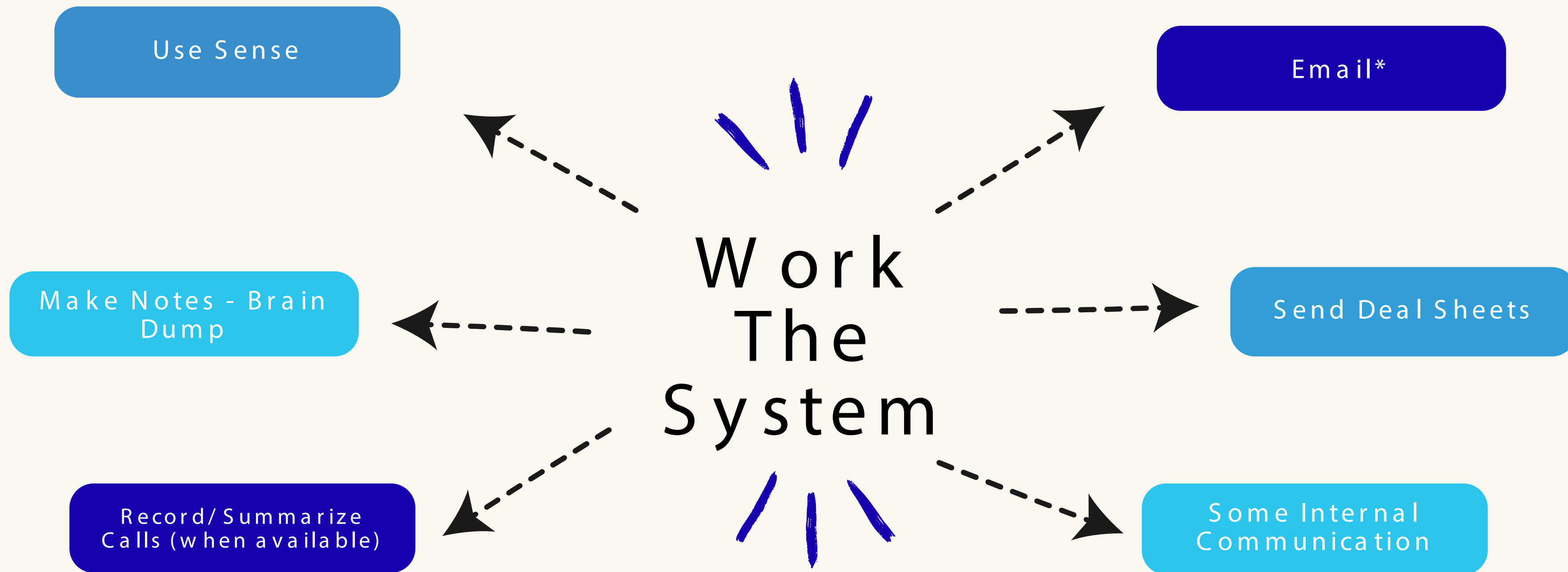
Kristin Farnsworth - Thank u so much

Outbound SMS

Kristin Farnsworth - You're welcome!

view


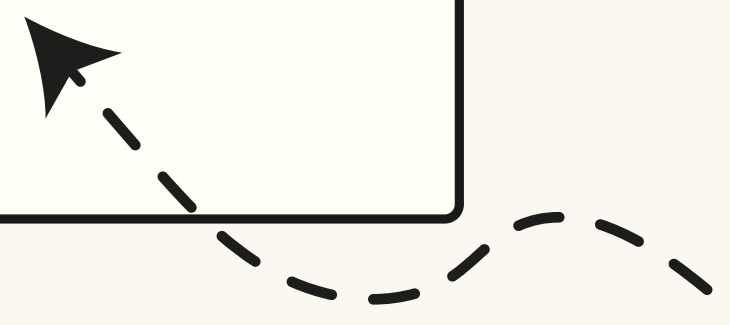
does not have any Assignment Credentials.



The system WORKS FOR YOU

Summary Prompts



- Summarize the candidates' professional and personal details.
 - List any important dates I should remember such as anniversary, birthdays, family member birthdays, upcoming trips or other important events that my traveler is looking forward to.
 - Where did I leave off the last time we spoke?
 - Summarize the facility job requirements in a concise and easy-to-read format that I can send to my traveler. Do not include any details about bill rates. <insert facility notes>
- 
- 

First call notes are really important. However you capture it, make sure you put in detailed notes so that Toro can pick it up and create a good snapshot and be able to recall important details for you later.

- type up a note based on your physical notepad
- Use a survey or digital tool that you can then copy answers into a note
- Use ring over to grab a good summary automatically is we end up getting it.

First Call Notes

First name	Last name
<input type="text"/>	<input type="text"/>
Source - Referral? NOP?	Traveled Before?
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>
Tell me about your work experience...	
<input type="text"/>	
What types of patients, diagnoses, and procedures do you typically see?	
<input type="text"/>	
What shifts do you prefer or okay working?	
<input type="text"/>	
Why travel nursing?	
<input type="text"/>	
Where do you want to travel?	
<input type="text"/>	
Who will you be traveling with? How? RV? Furnished housing?	
<input type="text"/>	

What licenses do you currently have? Have you started on any others?

When do you want to start? What is your timeline?

Any time off that you will be needing?

Covid Vaccinated?

What do you know about the traveling process - are you currently working with other recruiters or agencies?

Things we discussed

- Explain chain of command of hospital to you as the traveler
- Pay Breakdown with bill rate explanation
- Housing and tax home explanations
- Benefits Information
- How Atlas is different from other travel companies - quality vs quantity
- Referral Bonus program
- Compliance Process
- Atlas Surprises and experience team
- Explain process of starting profile to first day on assignment

**THIS SURVEY IS ONE I CREATED
BASED OFF NICK PLANSINIS
CALL TRAINING**

REACHOUT PROMPTS



- **FORMER ATLAS**

Summarize this candidate's relationship with their previous recruiter. What is important to this them and what did the recruiter do or say that they responded well to?

- **WHERE TO?**

List any cities this traveler mentioned they would like to visit.

- **WHEN SHOULD I REACHOUT?**

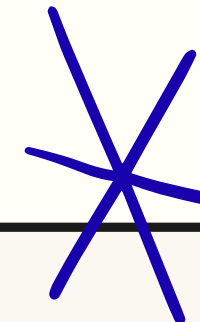
When is this traveler the most responsive?

- **IS THIS A QUALITY LEAD?**

How many Recruiters have reached out to this person and how often do they respond positively?

- **WHAT SHOULD I SAY?**

Write me a first outreach message to introduce (or reintroduce) myself to this candidate, referencing any past engagement notes but keeping it light.



Lost Candidate Prompts



**WHERE DID
THEY GO AND
WHY?**

What Agencies has this candidate mentioned working with in the past?

Have they mentioned anything about what do they like or dislike about them?

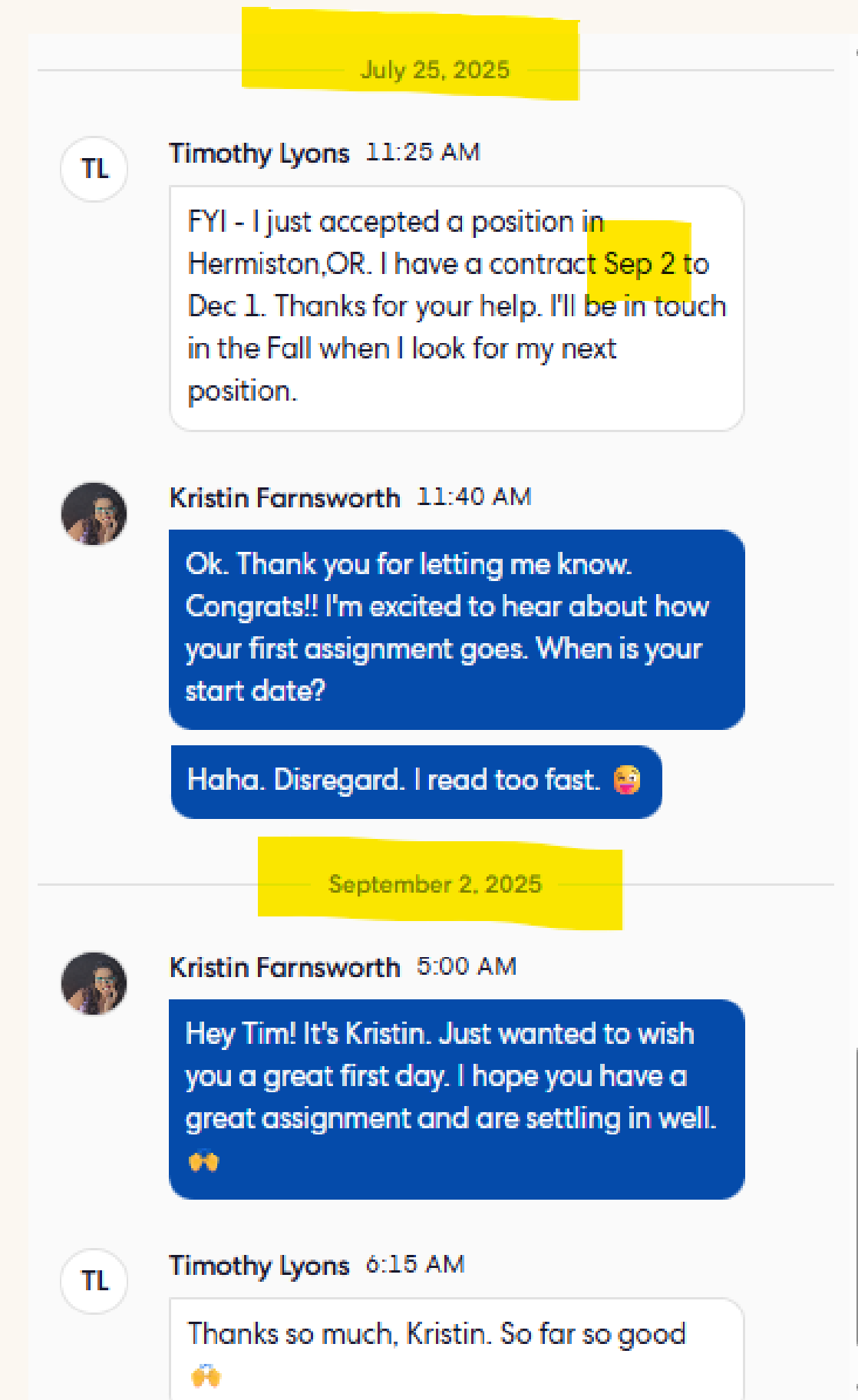
Why did they choose NOT to go with Atlas last time?

Where did they end up and what was their start date?

Assuming a standard 13 week assignment, when might they be ready for their next one?

Given that approx end date, when would be the ideal time to reach out to them?

Pro Tip: Always find out when the assignment is going to start when someone chooses another agency. Schedule a text to wish them a great first day. This engages them AND makes a note that Toro can later recall and remind you when they might be ready for the next one.



RAK HELP AND IDEA PROMPTS




• PAST GIFTS

What have I gifted this traveler in the past and what was their response if noted? List them in order with placement numbers if available.

• GIFT

SUGGESTIONS

Based on what I have gifted in the past and this travelers preferences, what would be a good idea for a gift?



Ask Toro

Back to Activ...

I have \$50 to spend on Lizzie. without repeating what I've sent before, what would be a good idea?
2:16:33 PM

Here are some creative ideas for spending the \$50 on Elizabeth "Lizzie" Littlewood without repeating past gifts:

- **Gift Card for Local Cafe/Restaurant:** Give her a \$50 gift card to a local cafe or restaurant in the area she is currently assigned. This can be a nice treat during her busy work schedule.
- **Coffee Subscription:** Consider a subscription for a local coffee shop or an online service that delivers gourmet coffee, allowing her to enjoy quality coffee throughout her assignments.
- **Fitness Class Pass:** Get her a pass for a local fitness studio or gym, offering classes that she may enjoy such as yoga, pilates, or spin. This can help her unwind during her travels.
- **National Park Pass:** If she enjoys the outdoors, consider purchasing an annual pass for national parks. This allows her to explore beautiful locations while she travels for work.
- **Travel Journal:** A high-quality travel journal would be a thoughtful gift for her to document her experiences and adventures on her assignments.
- **Massage or Spa Gift Certificate:** A \$50 gift certificate to a local spa for a massage or treatment would offer her a relaxing experience during her travels.

These options would cater to her interests and provide a nice treat during her busy travel nursing career!

378716 | Hannah Belisle

ID	First Name	Middle Name	Last Name	Nickname	Status	Primary Phone	Discipline	CR Review Score
378716	Hannah	Dose	Belisle		Placed	(233)772-2135	RN	0.0

OVERVIEW | **EDIT** | ACTIVITY | NOTES (443) | FILES (30) | WORK HISTORY (7) | EDUCATION (1) | PAYABLE CHARGES | CREDENTIALS | SHORTLIST (0) | TAX & PAYROLL INFO | PULSE | DEAL SHEET | SENSE | ONBOARDING TALENT EDITION | EMAILS | REASSURED | WORK HIST

Date	Time	Notes	Ext	Ext Name	Ext Role	Ext Hospital	Ext Type	Ext Status	Ext Edition	Ext Hist
07/09/2025	9:47 AM	55695	#1361790	Ext - H Belisle	Jessica Pyrtle	MultiCare Good Samaritan Hospital	Travel	Completed	08/03/2025	08/30/2025
04/18/2025	5:53 AM	55194	#1329250	Ext - H Belisle	Jessica Pyrtle	MultiCare Good Samaritan Hospital	Travel	Completed	05/04/2025	08/02/2025
04/07/2025	7:12 AM	54471	#1278954	Intensive Care Unit Registered Nurse	Jessica Pyrtle	MultiCare Good Samaritan Hospital	Travel	Completed	01/27/2025	05/03/2025

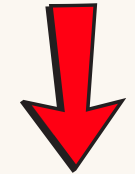
ACTIVITY

- Email (67)
- Notes (443)
- Appointments (0)
- Tasks (9)**

ITEMS PER PAGE 100

Subject	Due Date And Time	Date Completed	Type
RAK - Birthday \$100	08/20/2025, 3:00 PM	08/20/2025, 12:10 PM	Experience - Birthday
RAK - \$100	06/18/2025, 1:30 PM	06/18/2025, 11:10 AM	Experience - RAK
Referral Bonus \$200	06/10/2025, 9:15 AM	06/10/2025, 6:16 AM	Payroll Referral Bonus
RAK - \$20	04/21/2025, 10:00 AM	05/06/2025, 5:40 PM	Experience - RAK
Send last week email	09/19/2025, 10:00 AM		Call
Need Assignments Email	06/16/2025, 10:00 AM	06/16/2025, 1:15 PM	Call
RAK - \$25	02/14/2025, 10:00 PM	02/14/2025, 2:02 PM	Experience - RAK
Check on prof co and submit to Good Team	10/10/2024, 3:00 PM	11/15/2024, 7:07 AM	Call
Follow up	09/09/2024, 4:30 PM	09/16/2024, 3:07 PM	Call

Pro Tip: put your RAKs in your notes



Note - Talked To (TT)

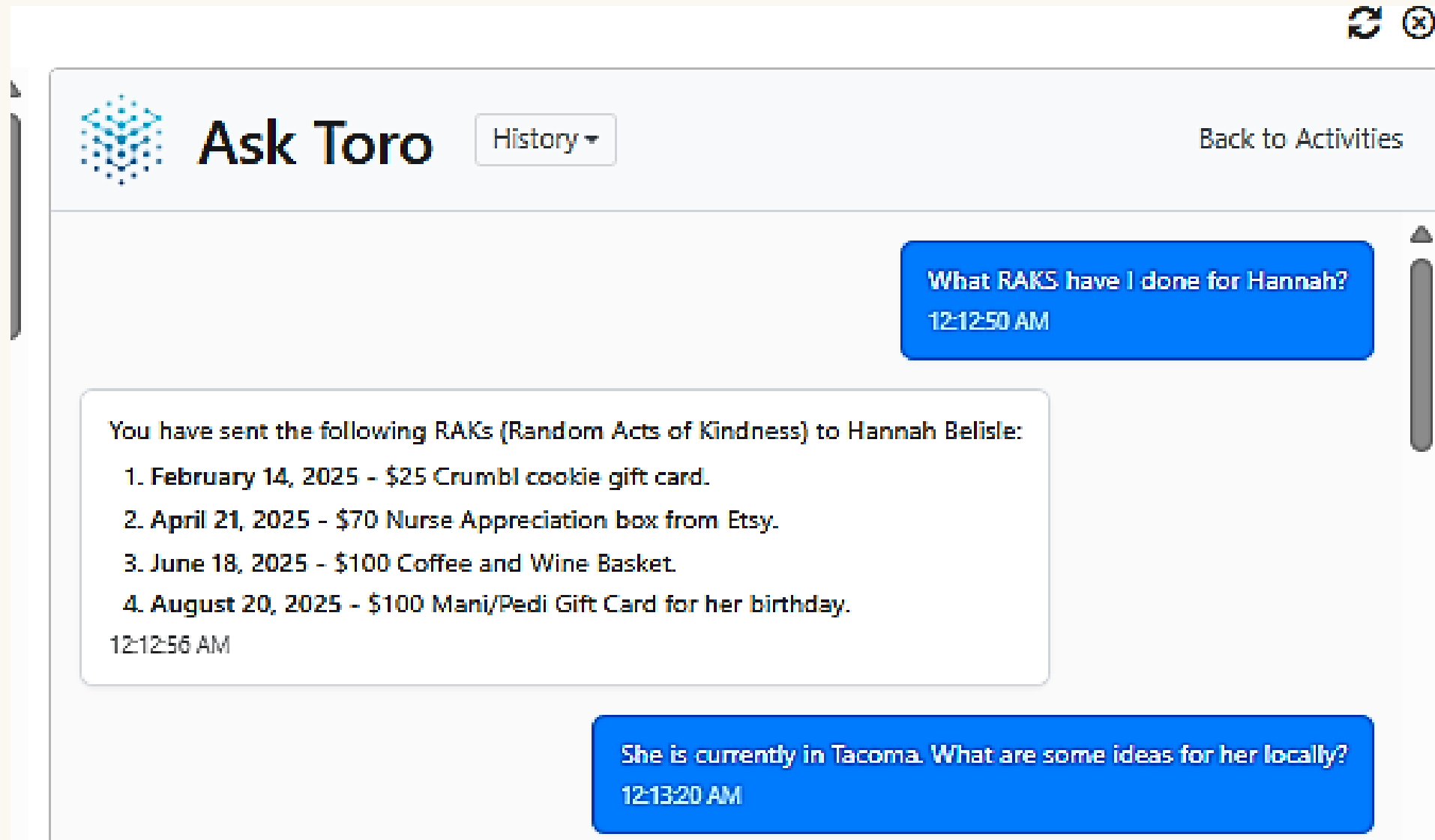
Comments

Raks that I've sent to Hannah:

- 2/14/2025 \$25 Crumbl cookie gift card 54471
- 4/21/2025 \$70 Nurse Appreciation box from Etsy 54471
- 6/18/2025 \$100 Coffee and Wine Basket 55194
- 8/20/2025 \$100 Mani/Pedi Gift Card for Birthday 55695

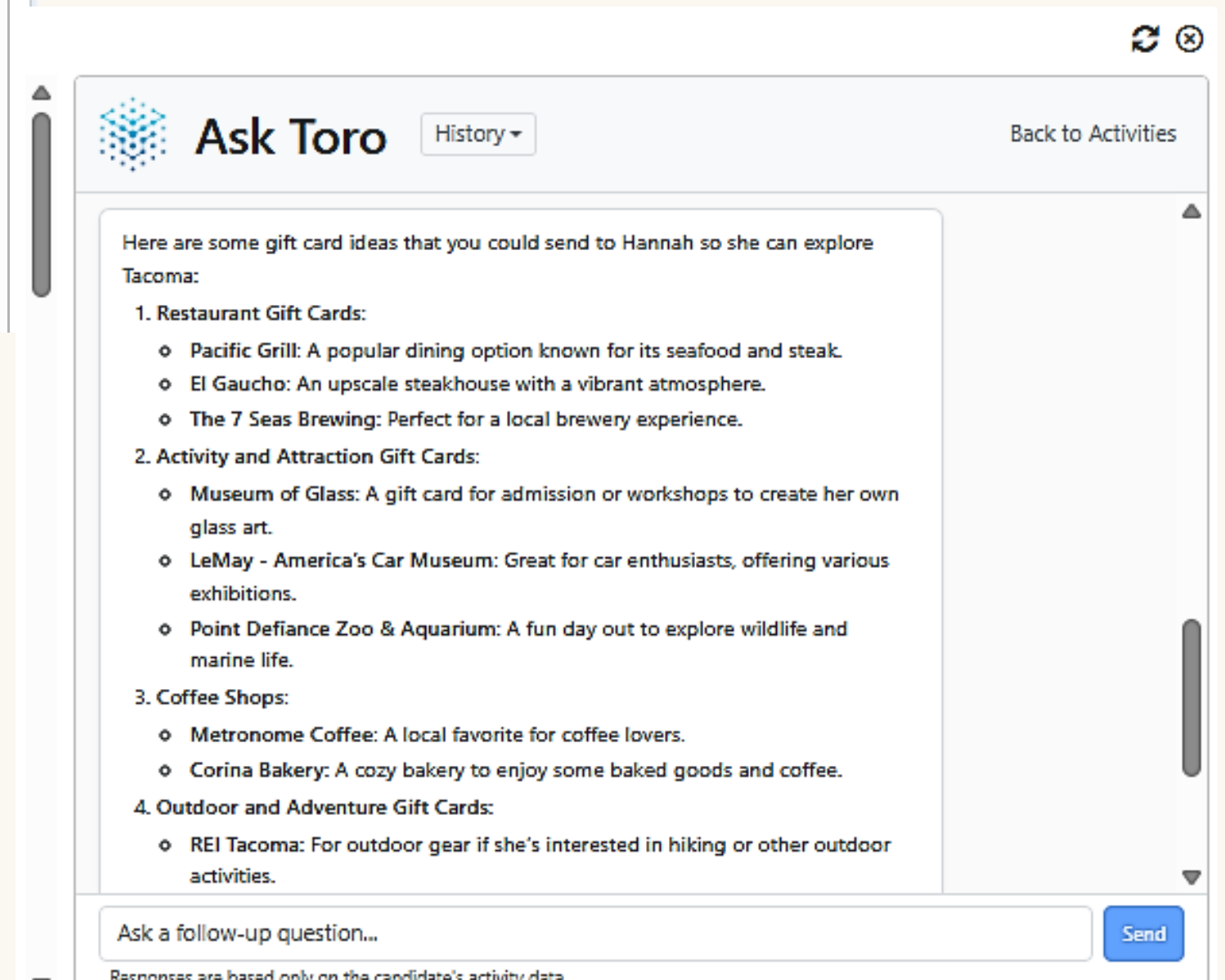
References

- Hannah Belisle



You can even ask it if you have sent them a gift yet for their current assignment number or used up the full \$100

You can easily see what you have sent before and ask for ideas based on where they are at currently.



Another pro tip: If you use a survey to find out what their likes and dislikes are, you can make a note with the results. Survey Monkey lets you set one up for free. I send one out to each of my new travelers with their week 1 check in email.

Even if you do not use a survey, if we end up using Ring Over, a summary will be saved in the notes if you discuss things over the phone. All of this can be picked up by Tara

Please take a moment to fill out the form. I'll use this for special occasions like birthdays and holidays or sometimes, *just because.*

First Name

Last Name

My favorite things

Favorite Color

Candy, Snacks, Chocolate

Restaurants

Coffee Shop

Drinks (Alcoholic or Not)

Scents

Accessories

Hobbies

Sports Team

Outdoor Activities

Any Pets? What kind? Name?

Add answer here

Select Any You'd Love To Recieve

- Books
- Movie Tickets
- Resturant Gift Cards
- Candles
- Bath/Spa Products
- Candy
- Alcohol
- Glassware
- Clothing
- Shopping Gift Cards
- Coffee
- Experiences

T-shirt and Sock Sizes

My Wish List

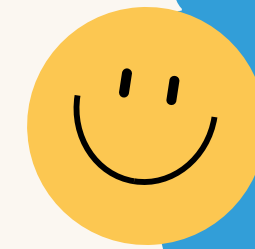
Have something you'd really love to have or do? Tell me about it!

My "No Thank You's"

Add anything here that you don't need or are allergic to

Submit

Profile Prompts



WHAT SHOULD I UPDATE?

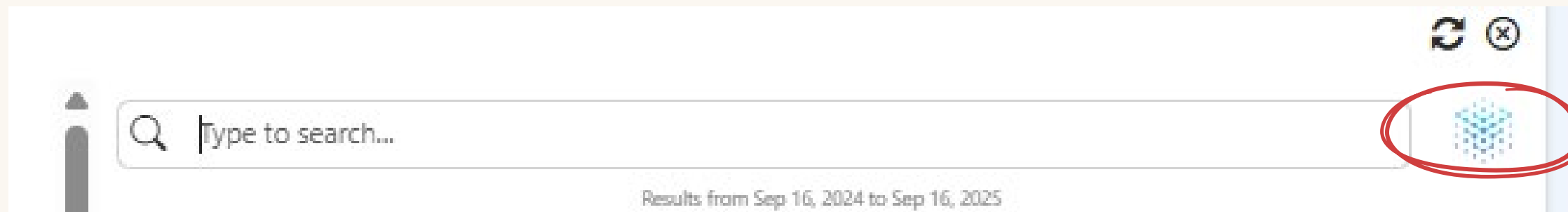
What has this candidate said about location, shift, or unit preferences in the past that I should double-check for updates?

Match my traveler's skills with these jobs requirements and then create a sizzle statement of 3-4 sentences about my traveler that is tailored to this facility. <insert facility requirements>

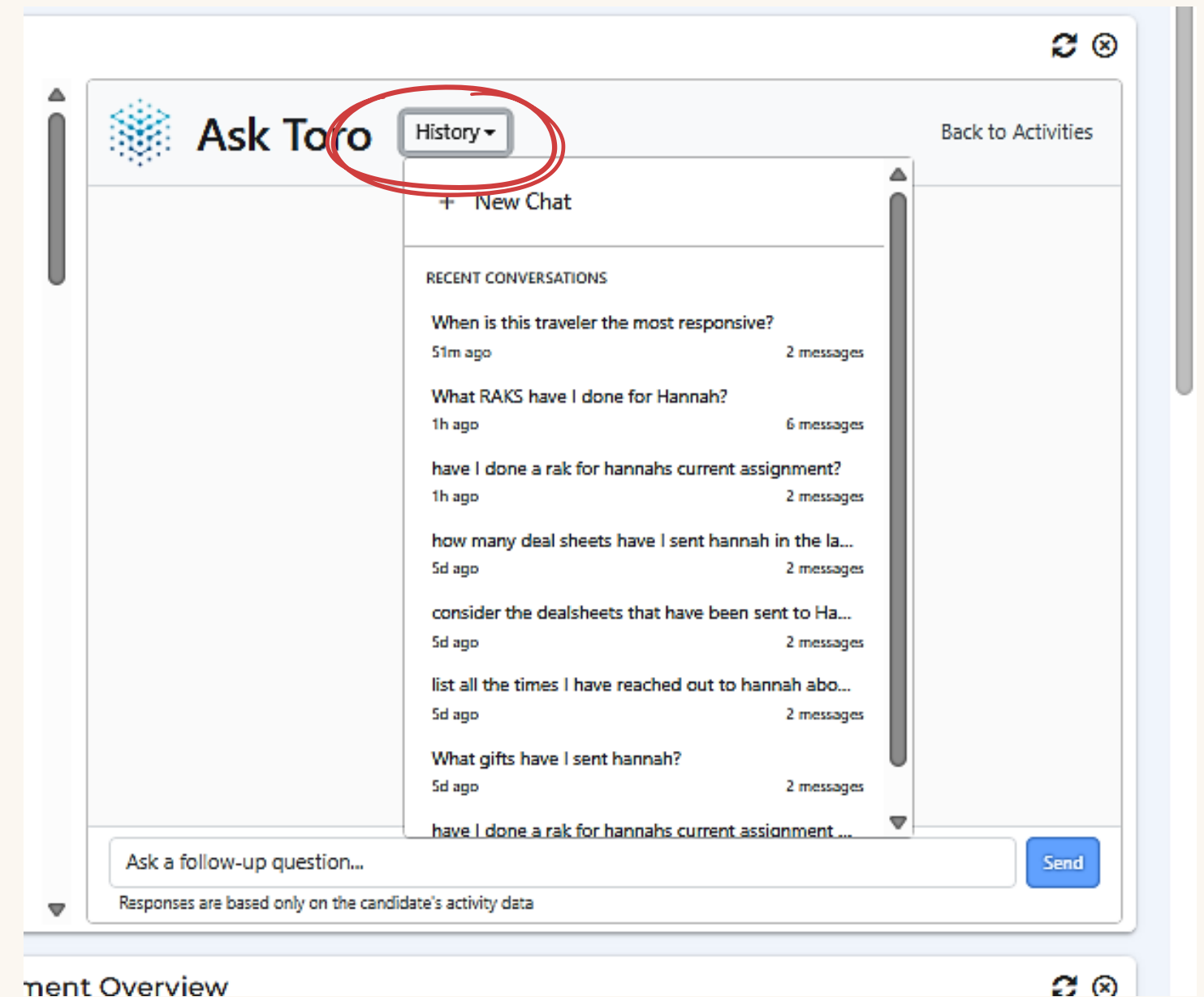
Write a good Sizzle Statement about my traveler for the coversheet of their profile.

- Always read over anything you copy/paste
- If it's too long or not quite right, you can continue to ask it to alter or change things just like Chatgpt

The screenshot shows a chat window titled "Ask Toro" with a "History" dropdown and a "Back to Activities" link. A blue message box contains the prompt: "write a good sizzle statement about my nurse for the coversheet of his profile." with a timestamp of 10:14:29 PM. The response is a "Sizzle Statement for Alex Helms' Profile" with the following text: "Dynamic and dedicated Registered Nurse with extensive experience in Emergency Room environments, driven by a passion for providing exceptional patient care. Alex Helms brings a unique blend of clinical expertise and strong leadership skills as a Charge Nurse, having worked in high-pressure settings at reputable facilities like Oklahoma Heart Hospital and Southwest Integris. With a proven track record of effectively managing diverse patient cases and collaborating with multidisciplinary teams, Alex is prepared to excel in travel nursing assignments and make a meaningful impact in any healthcare setting. His commitment to ongoing professional development and ability to adapt quickly ensure he is always at the forefront of best practices in nursing." with a timestamp of 10:14:32 PM. Below the response is a text input field labeled "Ask a follow-up question..." and a "Send" button. A footer note states "Responses are based only on the candidate's activity data".



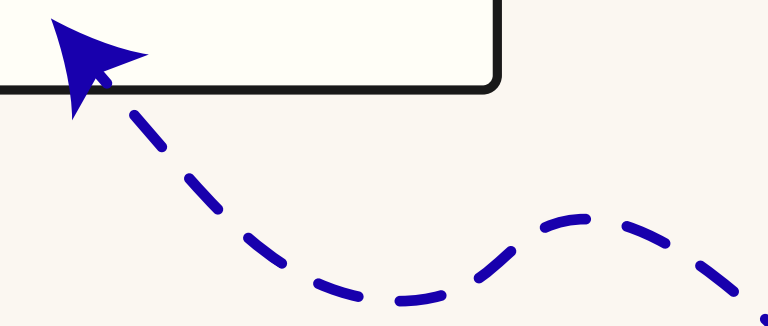
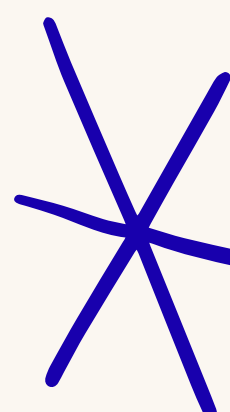
You can access your search history by clicking on the block to the right and then using the drop down “history”



Best Practices & Guardrails



- Use clear language in Notes → “Lost to Aya because... Starts at ____ on 6 / 16 / 25” instead of vague “lost.”
- Make a note for any important info such as RAKs and Atlas Adventures
- Ask targeted questions instead of broad ones (specific prompts = better answers)
- Right now I believe it only goes back for 12 months but they are working on that.
- Always double check something before doing copy and paste to a traveler



Questions or Ideas to Add?

