**Determining Staffing Needs**

Below are some important considerations to make prior to hiring:

**Consider a full-time employee if…**

* The need is more long-term
* The work cannot be performed by existing employees

**Consider a part-time employee if…**

* The work is needed long-term, but help is only needed during core hours (e.g., 10am to 2pm)
* You need a long-term employee, but don’t want to pay the benefits that come with full-time employment

**Consider a temporary employee if…**

* The need is short-term
* The need results from an employee’s absence
* The need results from the demands of a particular project
* The need results from a temporary spike in business (i.e., seasonal demand)

**Consider a redesign of work processes if…**

* Rearranging work schedules so that more employees are on during peak hours will serve to meet your needs
* Offering existing employees overtime will take care of the additional workload
* The purchase of new or updated equipment could resolve the hiring problem
* Reorganizing employee tasks to allow for more time on critical projects will solve the problem
* Job sharing could assist with the additional work
* The work can be done by an existing an employee