

STAFFING PLAN GUIDE

	FULL-TIME	PART-TIME	TEMPORARY	INDEPENDENT CONTRACTOR
1. How many employees and what type are required in the next 12 months to conduct the operations of the organization? Indicate the type of employees required. (Estimate)	_____	_____	_____	_____
2. How many employees are currently employed?	_____	_____	_____	_____
3. Current staffing needs (subtract #2 from #1)	_____	_____	_____	_____
4. How many employees are expected to leave within the next year? (This is the turnover rate) Some guidelines that might help you are: Full-time 20-30% per year Part-time 20-30% per year Temp. 30-50% per year	_____	_____	_____	_____
5. Annual Staffing needs (add #4 to #3)	_____	_____	_____	_____
6. How many different job positions are required? List them below, and indicate the number required and starting salary. If salary rate is not known, refer to Compensation section.	_____	_____	_____	_____

Job Position	Number Required	Type of Employee	Starting Salary
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: FULL-TIME employees generally work 40 hours/week and receive some benefits.

PART-TIME employees generally work less than 30 hours/week and receive approximately 50% of FULL-TIME employee benefits.

TEMPORARY EMPLOYEES generally work 20-40 hours/week, receive no benefits, and only work for a given period of time.

INDEPENDENT CONTRACTORS are employees from another company who perform special services, such as cleaning, delivery or repair work.