

HIRING TEMPORARY STAFF

Hiring temporary staff is a good way to meet your staffing demands during busy periods, without having to hold on to them during quieter periods, and risk wasting money hiring on inert staff.

There are many different ways of hiring temporary staff, so it's important to make sure you know how many staff you'll need, what skills they will need to have, relevant experiences and qualifications, and how long you'll need them for.

What are the advantages of hiring temporary staff?

The advantages of hiring temporary staff are numerous; it can help to meet your demands, assist regular staff with a higher workload, complete a job that requires specialist skills, or complete a project, without the need to hire the staff on a permanent basis.

It could be that you are having a particularly busy period, and require extra staff to supplement the regular workforce; or perhaps you have a specific task that requires the skills of a specialist (such as a welder or an electrician), but you have no need for them in the long term. Hiring temporary staff can provide you with a versatile workforce, without the

additional complications of holiday or sickness pay, payroll and tax, and contracts, as this is all handled by the agency.

What are the disadvantages of hiring temporary staff?

When hiring temporary staff, you are hiring an outsider who may not be familiar with how your business operates, safety procedures, training, or the other staff members. For this reason, it's important to give the temporary employee(s) as much information about how your business is run, what their specific job will be, and who they will be reporting to (as well as fire evacuation procedure and other health and safety procedures), in order to ensure that they can begin working as quickly as possible. It's absolutely essential that lines of communication are clear; make sure your temporary employee knows who to go for assistance and advice should they be unsure of anything, the last thing you want is for them to be stood around doing nothing because they are unsure of what they should be doing, and who to speak to.

Are temporary staff more expensive?

That depends on how you look at it. If you need a member of staff to fulfil a specific task, such as security, but do not need a security guard all year round, then it is far cheaper to hire temporary staff, than to hire a superfluous staff member full time. On the other hand, temporary staff are subject to agency fees, which means that if you were to hire

them directly, you would most likely pay less *per hour* to keep them employed, but this would mean you would have to hire them on full or part time, pay them holidays, sick pay, and whatever other employee benefits your company offers.

Where should I hire temporary staff from?

There are numerous agencies that offer temporary staff. Who you should hire from depends entirely on what job you need them to fulfil. Some agencies offer specific kinds of staff; security, labourers (skilled and unskilled), drivers, administrative workers, sales, etc. If you're looking for a specific task to be completed, and require the services of a competent professional, it is worthwhile contacting an agency that specialises in a certain field.

When speaking with an agency, it is important that you are specific about what sort of work will be required, the skills, qualifications, training, and experience that will be required, how long the job will last for, and where they will be located. This will help the agency to find a suitable staff member to meet your needs.