

Short-Term HR Staffing Plan

Organization: _____
Department/Unit: _____
Prepared by: _____
Date: _____

1. Objectives

Describe the primary goals for short-term staffing (e.g., address project needs, cover for leave, respond to peak workload).

Example: Ensure adequate staffing levels during the next three months to support ongoing projects and cover anticipated employee absences.

2. Staffing Needs Overview

| Position/Role | Number Needed | Skills/Qualifications | Duration (Start-End) | Reason |
|--------------------------|---------------|---------------------------------|----------------------|-----------------------|
| Customer Service Rep | 2 | 1+ yr experience, communication | July 1 - Sept 15 | Peak season |
| IT Support | 1 | Technical troubleshooting | Aug 1 - Aug 31 | Project rollout |
| Administrative Assistant | 1 | Organizational skills | July 10 - Aug 20 | Maternity leave cover |

3. Sourcing Strategies

- Internal staff reallocation
- Temporary employment agencies
- Short-term contracts/freelancers
- Employee referrals

4. Onboarding & Training

Outline key onboarding and training activities for short-term hires (e.g., essential process briefing, compliance training).

5. Monitoring & Evaluation

Describe methods for tracking staffing effectiveness and addressing challenges during the plan period.

6. Important Notes

- Short-term staffing plans should be regularly updated to reflect changes in workload and staff availability.
- Clearly define roles, expectations, and contract durations for all short-term hires.
- Ensure compliance with labor laws and internal policies when hiring temporary staff.
- Effective communication with existing team members is crucial to minimize disruptions.
- Document lessons learned to improve future short-term staffing planning.