



Supplemental Staffing = Maximum Flexibility and Productivity

Ever feel like you need a spare pair of hands? Most every business owner or manager feels like they could use extra help to get them or their staff through a busy season or to complete an important project.

How can you get a few more hours a day or week without growing another limb or costing you more than you bargained for? Bring in a worker who can help your business for just as long as you need them ... without making a “permanent” commitment.”

“Flexible staffing” is an idea that 90 percent of businesses already employ, according to the American Staffing Association.

I used to own a small in Thousand Oaks, California that depended on ME to do it all. As the business grew, I became overwhelmed with unfinished initiatives. I couldn't grow because I didn't have the time to work the projects I had and seek out new ones. I thought of adding staff, but didn't want the risk and headaches.

Then one day a staffing company offered to provide a worker who could take charge of a marketing project I had put on the back burner. Voila! The project took one week to complete, generated excellent results and I had no future overhead or commitments! Bottom line: Small, but important projects were completed without payroll administration or paying for benefits/vacation/holidays. I was hooked.

In addition to the advantages above, I saw how I could run my business with maximum flexibility. I could bring in a person for quick help (copying, typing, graphic design) from half day to part-time or long-term projects; I could audition any of these workers for a “permanent” job, or I could bring in a specialist to help me brainstorm or complete an assignment for a very, very reasonable fee. All with a guarantee and safety (workers tested, interviewed, checked out and insured).

Selecting the right staffing company for your needs

We all know that suppliers aren't equal – some provide better service than others. Here are some quick tips on selecting a staffing firm that can help you get your work done with maximum flexibility and a minimum of disappointment.

Select a “service-sensitive” provider who is dedicated to helping you solve your business need, but also one that has the human touch to ensure your ongoing relationship is professional, as well as comfortable to use. Are they knowledgeable and skilled in finding the type of person with the skills you need? Do their fees



and payment methods (credit cards) fit your budget? Can you add the worker to your staff later? What guarantees, if any? Can they handle special requests without delays?

Once a staffing supplier had been chosen, brief them on what the temporary's role will be and what experience they must have. Do not assume that an agency will have a long list of people ready and waiting, they may need advertise, so the sooner they are fully informed, the better. **HB**

HB residents Jonathan Paul and Cathy Vee own and manage HB Staffing – a local staffing company that specializes in placing office personnel on a temporary, temp-to-hire and direct hire basis. They can be reached at (714) 960-2800 or at info@hbstaffing.com or visit www.hbstaffing.com

How can you be most benefited by your temporary staff?

1. Give your temporary employee a whistle-stop tour of company principles, customer service standards and key do's and don'ts, as well as the usual tour around the business premises before they start.
2. Be sure you have a suitable workload, and that you have comfortable space for the extra person. Let other staff know to support the worker. Divide your project into “must do's”