

Join Me – Effective Hiring  
The Craft of Hiring Employees  
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The questions which you may encounter after establishing a new business venture will undoubtedly what the appropriate balance between hiring extra employees and reinvesting into the business should be. With any fair amount of growth, the need for extra manpower would increase effectiveness and productivity if a plan has been established. This plan should clearly outline the extra responsibilities of the new employee. In the end, there are two main alternatives to consider, to hire a full-time salaried employee or to decide on hiring a part-time employee during the peak hours of business.

An extra full-time employee has its benefits (greater involvement, more continuity, and smaller learning curve) and its downsides (benefits expenses, potential downtime, and more time/effort devoted to training). A full-time hire is the right choice if you can map out all the activities that are not being performed now and what the impact of accomplishing does task would be with the extra resources. Only when the benefits outweigh the cost should the decision to hire a new full-time employee be made.

Another common approach which reduces expenses would be to hire employees on a part-time basis. Part time employees are more flexible in adjusting their schedules to meet the demands of the business and you, as a business owner, will not feel obligated to pay someone a salary during times which there is little need for the extra hands on deck. Also, expenses in the form of benefits would be reduced if extra employees are hired on a part-time basis. Another point of consideration when determining if extra employees are needed is the time and effort that need to spent to find the right candidate and train them to a level of proficiency. If you cannot devote at least five hours a week to train and supervise the new employee then the investment of the extra manpower may not pan-out as expected. Also, when hiring a new employee one needs to understand that the office dynamics will evolve.

There are a multitude of employment competency tests available. Often, these tests can tell you if the prospective employee has the skills and integrity that you desire. Although some of these tests can cost from \$200 to \$500, their effectiveness can often result in hiring the “right” person, thus saving thousands of dollars.

Before hiring a new employee, the business owners should decide the need for the extra employee by carefully analyzing the benefits and the expenses of having the additional resources available to perform business critical task.

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*The Small Business Development Center provides free and confidential Managerial and Technical Business Counseling from 16 offices throughout South Carolina. For more information, phone 803-777-5118 or email [uscsbdc@moore.sc.edu](mailto:uscsbdc@moore.sc.edu).*