Christmas Staffing Checklist

A simple Christmas staffing checklist for employers
Before the festive period gets into full swing, ask:

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1 Demand

- ☐ When will our busiest period begin? _____
- ☐ How does expected demand compare with a normal month? _____
- ☐ Does the pressure continue into January? _____

2 People

- ☐ How many additional people will we need? _____
- ☐ Which skills are essential? _____
- ☐ Which shifts will be difficult to cover? _____
- ☐ Where do we need contingency cover? _____

3 Recruitment

- ☐ When must recruitment begin? _____
- ☐ Are you responsible for interviewing and approving hires? _____
- ☐ Do any roles require additional checks? _____

4 Onboarding

- ☐ Who will induct temporary staff? _____
- ☐ Is training required? _____
- ☐ Are uniforms, equipment or system access needed? _____
- ☐ Are health and safety procedures clear? _____

5 Compliance

- ☐ Are contracts and relevant employment terms prepared? _____
- ☐ Are working-time requirements accounted for? _____
- ☐ Are annual leave and public-holiday entitlements understood? _____
- ☐ Is payroll ready for additional workers? _____

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If several of those questions don't yet have an answer, now is the time to build the plan.