



Tips for Hiring Great Part-time Employees

For many small businesses, hiring seasonal or part-time employees is an ideal way to manage growth. It can be a good strategy for slowly expanding a business, particularly if your clients aren't ready to commit to the obligations incurred with a full-time staff member. It may offer an opportunity to select from an expanded or diverse talent pool, including individuals who are looking for supplemental income, or others not wishing to commit to a single, full-time position. Here are some approaches to the process that may help increase your clients' odds of success:

Think carefully about what the part-time job entails - Be realistic. Do the goals and expectations fit a job that can be performed within a part-time structure? You're more likely to find the right person if the job duties are best accomplished within a part-time framework. The U.S. Bureau of Labor Statistics describes part-time employees as individuals working one to 34 hours per week.

Start the search for candidates by asking for referrals - Asking trusted colleagues in their personal and professional network for a recommendation can help your clients find a talented individual who may be a perfect fit.

Use specific wording in the job description - A carefully worded job description and clearly defined roles for a part-time opening is no less important than its full-time counterpart. Spell out in detail the degree of skills and experience the position requires (which may discourage applicants who clearly don't qualify) and emphasize that part-time jobs are important and valued in the business.

Be selective with job postings - Some employers mistakenly assume that the best strategy for hiring part-time and seasonal employees lies in blanketing the job postings everywhere they can find. This practice generally results in an avalanche of applications that are far too time-consuming to sift through efficiently. Instead, consider where an ideal candidate is likely to be searching and focus efforts there.

Offer competitive pay - Your clients may increase the quality of candidates interested in the position if they can offer a competitive wage for the position. Informing the newly hired part-time worker how pay increases may result, such as after regularly scheduled, favorable job performance evaluations. Motivation to work harder should naturally follow.

Offer attractive benefits - Part-time employees may be entitled to overtime pay, unemployment (depending on the state), Social Security, workers' compensation insurance, and short-term disability insurance. Other benefits like health insurance, retirement plans, and fringe benefits are up to the discretion of the employer. [Offering additional perks](#) can help increase odds of success in recruiting and hiring part-time employees by both enticing higher-quality candidates and bolstering morale and engagement with the company once a candidate is hired.

Don't stop searching - Experts encourage small business owners to always be on the lookout for part-time employees. Have they met a great potential candidate but don't have an open position? Invite them to apply and keep their information on file. Another excellent source is the part-time employees you encounter in your daily life. If someone impresses you, ask that individual to interview for your open position.

Use professional help - From recruiting and applicant tracking to onboarding and compliance, [professional HR services](#) can help make a search more efficient. These outsourced services can help your clients find their best fit and hard-to-find candidates while relieving some of the stress of welcoming new hires.

Finding great part-time employees can be challenging. If you have questions or would like more information about hiring for your clients, contact your Paychex Rep for support.