

Seasonal hiring plan

Season and role

People needed / shifts

Start date

Timeline (work back from the start date)

WEEKS OUT	TASK	DATE	DONE
8	Numbers, shifts and pay decided. Last season's good staff invited back.		☐
7	Knockouts, must-haves and phone screen written. Job posted (pay, vacancy, AI statement).		☐
6-4	Screen twice a week. Phone screens within a few days of applying.		☐
4-3	Short interview or paid working trial. Offers within 48 hours.		☐
2	Paperwork, schedules, training dates. Everyone not hired told the outcome.		☐
0	Start.		☐

Knockouts: facts only

- ☐ Availability for the shifts you actually need (write them):

- ☐ Legal eligibility to work
- ☐ Licence or certificate the law requires: _____
- ☐ Minimum age, where the work or law requires it

Not knockouts: previous experience, a particular kind of employer, anything you'd waive for a great applicant.

Must-haves, as evidence

1.

2.

3.

Young workers

- ☐ Hour and time-of-day limits checked for under-18s where you hire
- ☐ Tasks checked against work minors may not do

End of season: list who you'd hire again, with contact details and their permission to contact them next year.

Ten-minute phone screen

Same questions, same order, for everyone. Rate each answer straight away: **C** clear evidence, **S** some evidence, **N** none.

Q1 "Tell me about a time you dealt with a customer, or anyone, who was upset. What did you do?" Q2 "These are the shifts we need covered. Which can you commit to, and what else is going on in your week?" Q3 "Tell me about the busiest job or activity you've done. How did you keep up?" Then: "What questions do you have for us?"

APPLICANT	DATE	Q1	Q2	Q3	NOTES (WHAT THEY SAID)	NEXT
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		
		C S N	C S N	C S N		

Decide the rule before the first call, for example: invite to a trial anyone with C on Q2 and at least one other C. Write notes on what was said, not impressions, and never ask about age, family, health, religion or anything else unrelated to the job.

From "Seasonal and hourly hiring: how to hire fast without hiring badly", sortthestack.com/blog/seasonal-hiring