

Maintaining adequate staff

Human Resource Management



toolbox INDIA Foundation

Maintaining adequate staff

This process is essential because overstaffing can have high costs to the company and may less money can move towards your program. On the other hand understaffing can result in inadequate program performance or overstretching a resource. The following checklist will ensure that you maintain adequate staff levels.

	Are critical tasks getting done routinely, or are they being prolonged due to inadequate staffing levels?		Currently, when do minimum staffing levels leave my organization vulnerable to risk?
	Have you evaluated customer satisfaction?		What are the applicable regulations or standards surrounding staffing levels?
	Are contract labour costs increasing?		Is staff communication and response slower than the expectation?
	Has your staff turnover increased due to workplace demand or workplace fatigue?		Are employees working overtime?

Advantages of maintaining adequate staff

- **Waste Reduction** – Avoids poor job performance and high attrition rates, resulting in wasted resources related to training and finding new employees.
- **Client Focus** - With proper staffing levels, organizations can make sure client needs are met or exceeded.