

Hire At the Right Time to Maintain Workplace Balance

Question:

How do I know when to hire additional employees?

Answer:

Balancing your company workload with available staff can be challenging. Especially, in industries that experience natural highs and lows of demand. You don't want to hire unnecessarily for a short-term fix. Nor do you want to miss opportunities due to lack of staffing. Consider these factors to make informed hiring decisions:

- Heed the warning sign of missed deadlines. Inadequate staffing levels can cause serious production delays. It may be time to staff up.
- Watch for employee burnout. An increase in sick time taken, health insurance claims,



and leave of absences may indicate an overworked staff.

- Don't compromise quality. Bring in fresh talent if you notice an overtired work force increasingly making mistakes.
- Inventory your staff. Make sure you have appropriate talent on hand to stay in the running if a big opportunity comes your way.

Question:

As an employee, when do I tell my boss I need extra help?

Answer:

Deadlines that require overtime are a natural part of business. But, the continual need for extensions can result in unhealthy work conditions. Watch for the warning signs and notify your employer before you burnout:

- Are you finding yourself continually pulled away from primary tasks? Make sure you have sufficient hours to complete your core workload.
- Is stress causing you to take more sick time? You may be overworked if you find yourself increasingly visiting the doctor or staying home.
- Have you accumulated an exorbitant amount of sick time? Avoid playing the martyr. You should not feel you are the only person qualified to complete your work.
- Do you find yourself uninterested in making improvements? You might be lacking breathing room to go above and beyond your routine tasks.



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