HIRING PLAN WORKSHEET

Plan which roles you'll add over the next year, when, and what they'll cost, with totals calculated for you.

TYPE: WORKSHEET REVIEWED: NOVEMBER 2026 TIME: 30 MINUTES LEVEL: INTERMEDIATE

AT A GLANCE

- Page 2 lists up to **12 roles** with start month, monthly cost and months on payroll this year. It calculates each role's **cost this year** and the **total**.
- Include the **full cost** of each role, not just pay. See **O-01 Your First Hire: When and How**.
- Check the total against your budget and cash forecast. See **M-10 Building a Simple Budget** and **M-16 12-Month Cash Flow Forecast**.

How to fill it in

1. **List each role** you plan to add, in order of priority.
2. **Choose employee or contractor.** See **O-02 Employees vs. Contractors**.
3. **Enter the full monthly cost**: pay plus employer taxes, insurance and benefits. A common rule of thumb is pay plus about 10% to 30%, depending on benefits.
4. **Enter the start month** and the number of months the role will be on payroll this year.
5. **Note what each role will achieve**, such as more sales, more capacity or freeing you up.
6. **Check the total** against your budget, and adjust timing if needed.

Example

EXAMPLE

Tasha plans three hires this year: a salon manager at **$5,200 a month** fully loaded starting month 3 (10 months, **$52,000**), a stylist at **$4,000 a month** starting month 6 (7 months, **$28,000**), and a part-time receptionist at **$1,800 a month** starting month 2 (11 months, **$19,800**). Total this year: **$99,800**. Her cash forecast showed she could afford the manager and receptionist right away, but the stylist had to wait until the second location was signed.

TIP

Calculations work in **Adobe Acrobat Reader** (free) and most desktop PDF apps.

Where to go next

- **G-09 Building a Leadership Team**
- **O-01 Your First Hire: When and How**
- **O-04 Writing Job Posts and Interviewing**

IMPORTANT

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HIRING PLAN

Use the full monthly cost of each role: pay plus taxes, insurance and benefits.

	Role	Employee or contractor	Start month	Full monthly cost	Months this year	Cost this year	What it achieves
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total							

Hiring budget this year	
Over (+) or under (-) budget	

Fill in the white boxes. Shaded boxes calculate automatically.