

# Proper training is key for part-time summer help

By Ray Glier  
CONTRIBUTING WRITER

The manager who sleeps well in the summer when key workers are sitting on the beach is one with a solid strategy for filling summer vacation holes.

Eric Buntin, managing director for operations in Atlanta for Randstad USA said one of the keys to doing that is for the manager to make sure the temporary employee has sufficient training.

Too often, the fill-in is not taken seriously.

"Understand that the person who is working in a part-time position for the summer is a person that needs the same type of training and on-boarding an employee would need," he said. "You need to give them enough time and attention so they feel like they matter."

Another key is to create a map for the leased employee.

Buntin said Randstad has a program called "While I'm Out," which is essentially a manual for the temporary employee. Randstad will send in two-person teams to shadow a full-time employee and create a guide.

Buntin said having a guide or other policy in place is especially important today, since extended time off is no longer limited to the summer.

"Flex time ... is happening year-round with the change in work schedules and fluctuating work requirements in the global economy. It is something we used to see in summer and now it is peppered throughout the year."

In addition to proper training for temporary employees, Marne Bell, senior consultant with human resources firm Watson Wyatt Worldwide, said business owners also need to plan ahead.

One remedy is a paid time-off program so employees do not call in sick on Fridays to have a three-day weekend on the beach.

"You give them a bank of time to be used, whether it is sick or vacation, and in that strategy people are going to plan out things and the business won't be stuck."

Another key to successfully managing the vacations of full-time employees is to have a solid internship program in place. Bell points out that interns generally are inexpensive, as they usually are



**Packman**  
addOne Marketing  
Solutions LLC

there is a seamless transition when a temporary employee is hired.

college students.

Melissa Packman, CEO and owner of marketing professionals placement company addOne Marketing Solutions LLC, said the ideal situation is for a company to build a relationship with a staffing service so

She also said it is important that the full-time employee is not looking over his shoulder, wondering if the job is going to be there when he gets back.

"When you get into that director level, or with people who have strategic roles, we come in with a 'we're-here-to-help-you' attitude. You have to make sure the full-time people do not feel threatened."

"Most of the people that we bring in have made a career choice to be a temporary worker. This is how they want to work and we have to convey that



**Arbery**  
Hunton & Williams LLP

they are not there to steal a job."

Employers also need to ensure temporary workers follow the rules. Chris Arbery, a labor and employment attorney with Hunton & Williams LLP, points out employers are just as liable if a temp

harasses a co-worker.

"You don't contract away that responsibility."

## Executive Homes



### 4432 WHITEWATER CREEK ROAD

Summer 2007 completion...new home, mature landscaping, and total privacy. Master on main, cook's kitchen with keeping room. Cherry panelled office, 4 addl bedrooms with private baths upstairs, playroom or 5th bedroom upstairs. Full bsmt, stubbed for bath, ready to finish, flat walk-out back yard with pool and gazebo. Great location.

Offered at \$4,100,000



### STUDIE YOUNG

Listening, Understanding, Knowing

404-495-8350 • 404-233-4142 • studie.young@harrynorman.com

532 East Paces Ferry Road, Suite 200 • www.harrynorman.com

Spalding White, Managing Broker • Todd Emerson, Associate Managing Broker • Equal Housing Opportunity

**HARRY NORMAN,**  
REALTORS®  
Since 1930



\$724,900.

Builder's Personal Estate. Located in Marietta on a 1+ Acre lot. Full Basement. All Brick. 5 Bedrooms. Top of the Line Kitchen w/ Keeping Room. Study. No upgrade was spared! Close to top private schools & Marietta CC.

TEAM WEEKS  
Gina 770-354-0800  
Linda 770-365-0264

**Prudential**  
Georgia Realty  
The Right Choice

### 2660 RIVERS ROAD ATLANTA, 30305



Charming renovation on wonderful street. Classic floor-plan has been expanded and updated for today's living. High ceilings and hardwood floors throughout; eat-in kitchen with honed granite and SS appliances; great bsmt playroom w/ fireplace. Private lot with flat walkout back yard.

Offered at \$1,995,000

**HARRY NORMAN,**  
REALTORS®  
Since 1930



### STUDIE YOUNG

Listening, Understanding, Knowing

404-495-8350 Direct

404-233-4142 Office

studie.young@harrynorman.com

532 East Paces Ferry Road, Suite 200 • Spalding White, Vice President  
www.harrynorman.com • Equal Housing Opportunity

## Not-so-lazy days

Some points to consider when hiring temporary employees

- 1) Span:** The shorter the assignment, the more likely an internal solution can work. The longer the assignment, the better it is to use temporary staffing.
- 2) Significance:** Consider whether or not the work has to be done right now or if it can wait.
- 3) Scope:** Think about the amount of work and whether it can be divided up or needs to be managed centrally.
- 4) Skill:** Consider the background needed for potential candidates and the associated learning curve.

Advertise  
your property for sale!

Call or Email Jenny  
404.249.8005  
jmunsell@bizjournals.com

ATLANTA  
BUSINESS  
CHRONICLE