

WORKSHEET
12

Personnel

1. How will you recruit and hire the employees you need? _____

 - How will you train them? _____
 - Who will supervise them? _____
2. Will your employees receive health, dental and other benefits? _____

3. If you can't afford benefits now, how will you determine when, or if, it will be financially feasible for you to do so? _____

4. List each employee you plan to hire when the company begins operations. Also consider the additional workers you'll need when things get up and running. List each employee's position, responsibility, annual salary and benefits, if applicable.

Start-up Employees

Position	Responsibility	No. of people in this role	Annual salary	Benefits?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Employees to be hired when, for example, sales reach a pre-determined point.

Position	Responsibility	No. of people in this role	Annual salary	Benefits?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ESTIMATED ANNUAL COSTS, Personnel \$