HOW TO DETERMINE STAFFING NEEDS

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Part of the Recruiting and Hiring set of procedures

This procedure is to help determine how many Managers, Insiders, and Delivery Drivers a store should have on staff to meet specific sales estimates.

* **Step 1**: Download the “[Labor and Service Program](https://toppershq.sharepoint.com/Shared%20Documents/Service/Labor%20and%20Service%20Program/Labor%20and%20Service%20Program%208-14-18%20Final%20(1)%20(1).xlsx?d=w2a9c21848d0949ccb5384a487d5d4d23)” from the Toppers OS
* **Step 2**: Open the Labor and Service Program.
* **Step 3**: Click on the tab labeled “Projections and Recommended Staff”.
* **Step 4**: Choose the appropriate historical data to determine a sales estimate
  + Paste historical data from Mirus into “Labor Data” tab
  + On “Projections and Recommended Staff” tab, select appropriate weeks for expected sales volume
* **Step 5**: See the number of Managers, Insiders, and Drivers the program suggests.
  + This is only a recommendation and estimate. This may vary in stores because of different Team Member availabilities.

*Note: For more detail regarding the Labor and Service Program, watch the How to Use the Labor and Service Program video on Toppers U. From the main page of ToppersU.com, hover over the "Trainers" tab and click "Additional Training Resources" from the dropdown menu.*