

ABC Company Staffing Plan for 20XX



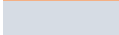
HR Department

Existing Staff as of January 1		
Role	Location	Cost
VP of HR	San Francisco	210,000
HR generalist	San Francisco	110,000
HR generalist	San Francisco	105,000
HR generalist	San Francisco	112,000
HR generalist	Houston	90,000
HR generalist	Houston	88,000
Comp & benefits	Denver	110,000
Talent acquisition specialist	San Francisco	115,000
Talent acquisition specialist	Houston	85,000

Proposed Staff as of December 31		
Role	Location	Cost
VP of HR	San Francisco	210,000
HR generalist	San Francisco	110,000
HR generalist	San Francisco	105,000
HR generalist	Houston	90,000
HR generalist	Houston	88,000
HR generalist	Raleigh	75,000
HR generalist	Raleigh	75,000
Comp & benefits	Denver	110,000
Talent acquisition specialist	San Francisco	115,000
Talent acquisition specialist	Houston	85,000
Talent acquisition specialist	Raleigh	65,000
Talent acquisition specialist	Seattle	90,000

Contingent and Other Staffing Needs During the Year			
Role	Location	Cost	Duration
Contract recruiter 1	Raleigh	\$45/hr	3 months
Contract recruiter 2	Raleigh	\$45/hr	3 months
Contract recruiter 3	Raleigh	\$45/hr	3 months
Employment attorney	San Francisco	\$250/hr	4 months
Immigration attorney	San Francisco/Seattle	\$400/hr	ongoing
Talent acquisition consultant	San Francisco	\$175/hr	6 months
Compensation consultant	Denver/San Francisco	\$200/hr	6 months

Staffing plan timeline		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
VP of HR	San Francisco												
HR generalist	San Francisco												
HR generalist	San Francisco												
HR generalist	San Francisco												
HR generalist	Houston												
HR generalist	Houston												
Comp & benefits	Denver												
Talent acquisition specialist	San Francisco												
Talent acquisition specialist	Houston												
HR generalist	Raleigh												
HR generalist	Raleigh												
Talent acquisition specialist	Raleigh												
Contract recruiter 1	Raleigh												
Contract recruiter 2	Raleigh												
Contract recruiter 3	Raleigh												
Employment attorney	San Francisco												
Immigration attorney	San Francisco/Seattle												
Talent acquisition consultant	San Francisco												
Talent acquisition specialist	Seattle												
Compensation consultant	Denver/San Francisco												

Key:  or  Indicates staffed
 Indicates employee on leave of absence