Hiring an employee is a massive decision. It can take your business to the next level of maturity and also set you up for long-term growth. Unfortunately, it’s also something that’s not always done the right way, so even if you’re desperate for help, you should first spend some time figuring out exactly what kind of help is right for you.

Guide to Staff Types

**Employees**

- **Permanent**
  - I can help you with:
    - Full or part-time work that always needs doing
    - Work that’s ongoing and expected to continue indefinitely
    - Building a work culture that is committed to your business
    - Moving into future leadership roles
  - My employment agreement must:
    - Formalise my wages and conditions.

- **Fixed Term**
  - I can help you with:
    - Working for a specific period of time, e.g., seasonal work
    - Completing a big project that needs doing
    - Covering the workload of other employees that might be away, e.g., parental leave.
  - My employment agreement must:
    - Clearly state beginning and end dates, and why I have to be on a fixed-term agreement.

- **Casual**
  - I can help you with:
    - Those times when you might need an extra set of hands
    - Showing up when I’m needed
    - Fitting in to your schedule.
  - My employment agreement must:
    - Clearly state uncertain hours and casual nature of the work.

- **Unpaid Intern, Volunteer**
  - I can help you with:
    - Freeing up your time
    - Doing one-off jobs
    - Charity work or anything that might give me new experiences or skills.
  - My employment agreement must:
    - A record of when I worked for you
    - A written agreement that explains this is an unpaid internship/volunteer position only, what the nature of my work is, and how long we’ve agreed it should last.

- **Contractor**
  - I can help you with:
    - My special skills or knowledge
    - Working for a limited time
    - Bringing my own tools and equipment with me.
  - My employment agreement must:
    - A contract service agreement
    - An agreed time frame to complete the work.

**Not Employees**

- **Unpaid Intern, Volunteer**
  - You should give me:
  - Any training that is required to do the task
  - A record of when I worked for you
  - A written agreement that explains this is an unpaid internship/volunteer position only, what the nature of my work is, and how long we’ve agreed it should last.

- **Contractor**
  - You should give me:
  - A contract service agreement
  - An agreed time frame to complete the work.

Once you’re committed to getting help – and you know what kind is the best fit for you – double check your costs with business.govt.nz’s Employee Cost Calculator.

Each employee needs a written contract. Use business.govt.nz’s Employment Agreement Builder to create contracts tailored to your business.

For more information, see Business.govt.nz’s Hiring and managing people section.