# Seasonal Employee Scheduling Template

Plan demand, build your roster and publish shifts for your next peak season.

Rostero Powered by OrangeHRM

## Season details

BUSINESS / LOCATION

SEASON (E.G. HOLIDAY 2026)

PEAK START DATE

PEAK END DATE

PREPARED BY

DATE PREPARED

### What's inside

**Part 1: Season Planning Sheet**
Turn expected demand into weekly seasonal staffing targets.

**Part 2: Staff Roster**
Every core and seasonal worker, with end dates, max hours and buddies.

**Part 3: Weekly Shift Grid**
The roster your team sees, with a coverage check row.

**Mistakes to Avoid**
Eight common peak-season mistakes, with space to record your plan.

**Pre-Season Checklist**
An 8-week timeline with owners, due dates and tick boxes.

### How to use the template

1. Fill in the planning sheet first, using last season's data and this year's calendar.
2. Add every core and seasonal employee to the staff roster, including end dates and maximum hours.
3. Build each week's shift grid from the roster, placing core staff first and seasonal staff around them.
4. Check the coverage row against the planning sheet and close every gap.
5. Publish the grid at least two weeks ahead, then update the roster as people join or leave.

*Tip: shaded cells are fillable. Open this PDF in Adobe Acrobat Reader or your browser, type into the fields and save. Print extra copies of the shift grid for each week.*


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# Part 1: Season Planning Sheet

Fill in six to eight weeks before the first peak week. Revisit the figures every two weeks.

| Week Starting | Expected Demand (vs. Normal) | Core Staff Available | Seasonal Staff Needed | Key Events | Notes |
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*Example: Week of Nov 23 | +45% | 36 core | 14 seasonal | Thanksgiving, Black Friday | Blackout week, no time off*



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# Part 2: Staff Roster

List everyone available for the season. The End Date and Buddy columns are the ones most teams forget.

| Name | Role | Type (Core / Seasonal) | Start Date | End Date | Availability | Max Hrs / Week | Training Status | Buddy |
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*Example: A. Rivera | Cashier | Seasonal | Nov 2 | Jan 10 | Evenings, weekends | 25 | Complete | J. Chen*

# Part 3: Weekly Shift Grid

The roster your team actually sees. Use one page per week; place core staff first, then seasonal staff around them.

**Week starting:** **Published on:**

| Name | Type | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total Hours |
|---|---|---|---|---|---|---|---|---|---|
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| **On shift (peak hour)** | | | | | | | | | |
| **Target (from Part 1)** | | | | | | | | | |
| **Gap to fill** | | | | | | | | | |

*Any day where "On shift" is below "Target" is a gap to fill before publishing. Publish at least two weeks ahead and lock peak weeks once posted.*


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# Mistakes to Avoid

Review each common peak-season mistake, tick it once you have a plan in place, and note what you will do.

| Addressed | Mistake | Why It Backfires | Better Approach | Our Plan / Notes |
|---|---|---|---|---|
| ☐ | **Starting recruitment a few weeks before the peak** | Leaves only the hardest-to-fill applicants | Open roles at least eight weeks ahead | |
| ☐ | **Copying last year's roster as is** | Ignores changes in demand, hours, and team | Rebuild from a fresh forecast each season | |
| ☐ | **Scheduling new hires alone on their first shifts** | Raises error and injury risk | Pair every seasonal worker with a buddy | |
| ☐ | **Ignoring end dates** | Creates sudden gaps in the final weeks | Record end dates in the roster upfront | |
| ☐ | **Allowing time off during peak weeks case by case** | Leads to unfair decisions and coverage holes | Publish blackout dates early for everyone | |
| ☐ | **Leaning on core staff for every hard shift** | Burns out the most valuable employees | Cap hours and rotate peak closes | |
| ☐ | **Tracking schedules across texts and paper** | Loses availability and swap requests | Keep schedules and requests in one system | |
| ☐ | **Releasing seasonal staff without notice** | Damages reputation for next year's hiring | Plan and communicate the wind-down early | |

*Most of these mistakes share a root cause: treating the season as a surprise rather than a recurring event.*


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# Pre-Season Checklist

Use this timeline to keep preparation on track. Adjust the weeks for shorter or longer seasons.

| Done | When | Task | Owner | Due Date | Notes |
|---|---|---|---|---|---|
| ☐ | 8 weeks before | Review last season’s data and build the planning sheet | | | |
| ☐ | 8 weeks before | Post seasonal job openings and announce blackout dates | | | |
| ☐ | 6 weeks before | Hire the first cohort and collect availability and end dates | | | |
| ☐ | 4 weeks before | Start onboarding, assign buddies, and hire the second cohort | | | |
| ☐ | 2 weeks before | Publish the first peak-week roster and confirm coverage | | | |
| ☐ | During the season | Track hours, call-outs, and overtime weekly and adjust | | | |
| ☐ | After the season | Run the wind-down, gather feedback, and build a rehire list | | | |


**Ready to move beyond spreadsheets?**

Rostero lets you add seasonal staff quickly, track availability and end dates, block time off during peak weeks, and publish rosters to every employee’s phone.

Start your 30-day FREE trial