**Sample**

# WORKFORCE PLANNING STATUS CHECK

**Agency Self-Assessment**

The items below represent actions typically taken when implementing a Workforce Planning initiative. Your pattern of responses will give you a snapshot of the status of your Workforce Planning efforts.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM:** | **Yes** | **No** | **Not Sure** |
| 1. We can identify our critical “must fill if vacant” positions. |  |  |  |
| 2. We know our aggregate current and projected turnover rates. |  |  |  |
| 3. We know why those who leave choose to do so. |  |  |  |
| 4. We know why those who stay choose to do so. |  |  |  |
| 5. Our strategic plan addresses the human resources (staffing) needed to accomplish our goals and objectives. |  |  |  |
| 6. The outcomes of our workforce planning efforts are reflected in our Strategic Plan. |  |  |  |
| 7. Our recruiting efforts identify and attract the kind of applicants we need. |  |  |  |
| 8. Our managers create a work climate that fosters retaining high performers. |  |  |  |
| 9. Employees have individualized career developments plans designed to support the organization’s mission. |  |  |  |
| 10. We use a variety of methods to assure transfer of knowledge by experienced employees prior to retirement. |  |  |  |
| 11. We use employee surveys to identify opportunities for departmental improvements. |  |  |  |
| 12. We make optimum use of flexible work arrangements, training and development opportunities, dress codes, etc. throughout the agency. |  |  |  |
| **TOTALS:** |  |  |  |

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