

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:			