Workforce Planning Survey Development Tool

Division/Program Area: _____

Name and Title of Person Completing Survey: _____

1. **Define the three most critical functions in your division/program area:**

   _____

   _____

   _____

2. **What classifications are currently being utilized to complete these functions?**

Classification	Function

3. **For the classifications identified, has a review been completed to determine if duty statements and job specifications align with job functions?** ☐ Yes or ☐ No

   If you answered "Yes," skip Questions 4-5 and proceed to Question 6. If you answered "No," continue completing the survey.

4. **Do you currently have adequate staffing to fulfill your division's/program area's critical functions?** ☐ Yes or ☐ No

   Identify the reason:

   A. Inadequate number of established positions? ☐ Yes or ☐ No

   - Is your division/program area currently in the process of establishing more positions? ☐ Yes or ☐ No

   B. Retirements occurring? ☐ Yes or ☐ No

   - Are you currently recruiting? ☐ Yes or ☐ No

   - Are you utilizing Training and Development opportunities? ☐ Yes or ☐ No

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C. Retention issues? ☐ Yes or ☐ No

- Have you identified the reason for the lack of retention?

  ☐ Yes ☐ No ☐ Unknown

- If "Yes," define the reason:

  _____

  _____

- Are you currently recruiting? ☐ Yes or ☐ No
- Are you utilizing Training and Development opportunities? ☐ Yes or ☐ No

D. Unable to fill vacancies? ☐ Yes or ☐ No

- Define the reason you are unable to fill vacancies:

  _____

  _____

5. Please specify the classifications and number of positions needed:

Classification	Number of Positions Needed

6. Have you identified work efficiencies that may assist in reducing work functions?
☐ Yes or ☐ No

7. Do you anticipate changes to your workforce needs or critical functions based on upcoming legislative changes, shifts in organizational missions, customer expectations, technology, or other environmental factors?

☐ Yes or ☐ No

- If "Yes," describe the anticipated change:

  _____

  _____

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8. Will the anticipated change(s) likely result in a decrease of classification need? ☐ Yes ☐ No ☐ Unknown

- If "Yes," what classification(s) will decrease in need? ☐ Unknown

   _____

   _____

9. Do you anticipate an increase in classification need?
☐ Yes ☐ No ☐ Unknown

- If "Yes," what classification(s) will need to increase or be established?

   _____

   _____

- How many positions will be needed? _____

10. Please identify any current critical needs your division/program area requires assistance to meet your workforce planning goals:

_____

_____

_____

11. Please list any other factors you would like the Workforce Planning Coordinator to know:

_____

_____

_____