



Workforce Planning Survey and 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



Workforce Planning Survey and Development Tool

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:



Workforce Planning Survey and Development Tool

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:
