

## Staffing Plan Worksheet

### What are the current and future GOALS of the department?

#### Assess current staff:

- Essential tasks/functions of each, per job description.
- Current expertise/competencies of staff members?
- Staff member's engagement levels in their current role.
- What is missing in skills/essential functions? What is overlap?
- Are any employees a flight risk?

#### Staffing patterns/changes

- Expected growth of department defined with objectives
- Upcoming retirements/maternity leaves/other leaves
- Future promotions/growth opportunity plans
- What is the current department org chart and does it mirror the overall campus staffing structure goals?

#### Skills gap analysis:

- Compare the end state to the current state. In what areas are you currently unable to support the outlined goals?
- Do we lack staff with the right expertise in functional areas?
- Where will we need to adjust current staffing? Will factors such as current performance or mobility affect the current staffing?
- Will cross functional collaboration be needed? If so, how can we strengthen that partnership?

**What are the organizational requirements?** Staffing model, budget, systems, addressing the gaps, increasing engagement and retention, streamline department growth, redefining/aligning current job descriptions for accuracy and changes, etc.

#### Staffing Plan suggestions/recommendations based on the above information: