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: