



Workforce Planning Questionnaire

Agency: _____ Human Resources Director: _____

Please refer to State of Ohio Administrative Policies [HR-D-15 Workforce Planning](#) for detailed information about an agency's workforce planning initiatives.

Statement of the Agency's Mission and Goals for 2016-2017:

Section I – Strategic Plan

Briefly describe the resources/staffing needed to accomplish the goals and objectives of your agency's strategic plan.

1. Do you anticipate offices/divisions/work units of your agency increasing or decreasing their resources to accomplish the goals and objectives of the strategic plan?
2. Does your current staff have the skills necessary to accomplish the goals and objective outlined in the strategic plan? If not, how will the necessary skills be developed?
3. Are you able to accommodate resource shifts within your current personnel ceiling or will a ceiling change be necessary?
4. Is there current or pending legislation that will create new agency initiatives or impact your current staffing?
5. Does your agency anticipate any budgetary challenges in the upcoming year? If so, what workforce planning steps are being taken to prepare?
6. Did your agency have a position ceiling increase or decrease in the previous 12 months?
 - a. If yes, briefly describe the justification for the change?
 - b. How has the ceiling change effected the execution of your agency's mission or assisted in accomplishing the goals and objectives of your strategic plan?
7. Indicate how the agency has aligned the workforce plan with the operating budget to support staffing needs.

Section II – Workforce Analysis/Indicators: Responses describe the composition of the current workforce and identify areas of possible concern. Data should be tracked to identify trends; this will provide the framework for future staffing projections.

1. What are your agency's position ceilings (full-time permanent, part-time permanent and intermittent)? Note: to find your agency's ceilings within HCM use the following navigation path: Main Menu→Set Up HRMS→Foundation Tables→Organization→Position Ceiling Setup. Enter your agency's 3 letter HCM/FIN acronym and click the search button.
2. What is your vacancy rate for full-time permanent, part-time permanent and intermittent? Provide vacancy rate for current (FY16) and 2 previous years. (Calculate the vacancy rate using the current ceiling & current number from the HCM personnel ceiling setup page)
3. How many vacancies does your agency currently have (full-time permanent, part-time permanent and intermittent) (Use WFP-0010 Open/Filled Positions)?
4. What is your turnover rate (Use WFP-0041 Turnover Report)? Your retirement rate (Use WFP-0048 Department Job Movement, Productivity and Separations Analysis)?
 - a. Are these rates higher or lower than the previous year?
 - b. Do you anticipate retirements or departures of key personnel in the coming year?
5. Are there offices/divisions/work units or specific classifications with higher turnover?
 - a. What do you believe is causing this turnover?
 - b. Are exit interviews or other methods used to identify what is causing the turnover?
6. How many positions does your agency have in the following classifications: (please include the number of approved positions and the number currently filled as of November 14, 2016) (Use WFP-0010 Open/Filled Positions)
 - a. Program Administrators (job codes 63122-63124)
 - b. Project Managers (job codes 63381-63386)
 - c. Human Resources (include payroll, labor relations and training staff)
7. What is your agency's span of control ratio (Use WFP-0050 Supervisor Reports To Span/List)? Identify filled supervisory positions with less than 2 full-time equivalent subordinates.



Section III – Recruiting & Retention Analysis: Responses describe recruiting and retention methods and identifies recruiting and retention challenges or other concerns.

Describe your agency’s current recruitment methods (e.g., job fairs, partnerships with colleges/universities and professional organizations, social media, sourcing, etc.) and identify which methods were the most successful.

1. Are your current recruitment methods identifying and attracting the candidates with the necessary skills to meet your needs?
2. Have you met with your agency EEO representative to review the Opportunities for Improvement in your agency’s 2015-2017 Affirmative Action Plan to identify or develop recruiting strategies?
3. Do you experience recruitment/retention challenges in a particular job family or job classification?
 - a. What are the challenges and why do you believe the problem exists?
 - b. Have you conducted stay interviews with current staff to determine why they stay with your organization?
4. What is the action plan for identified recruiting & retention challenges?
5. Have you identified critical/must fill positions?
 - a. Has a pool of potential successors been identified?
 - b. Have knowledge transfer plans been created?
6. What actions have you taken to prepare for the retirement/departure of key personnel (identified in Section II Question 4b)?

A copy of your agency’s tables of organization should be emailed to das.hrdwfp@das.ohio.gov not later than January 20, 2017 and July 20, 2017.

Submit updates to your civil service test exemption form to das.hrdwfp@das.ohio.gov.

Responses to the workforce questionnaire have been reviewed by the Human Resources Director and the Appointing Authority or Chief of Staff.

Appointing Authority or Chief of Staff: _____

Appointing Authority or Chief of Staff Signature

Date