Workforce planning health check

Take this quiz to help you gauge the current health of the workforce planning practices in your business.

Question 1

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| Have you thought about your business goals?What does your organisation want to achieve over the short, medium and long term? Eg volume and characteristics of the products or services you wish to provide?What are the business or organisational processes you will need to achieve these goals? | **Yes** | **No** |
| **If yes**: You are well positioned to consider how your future workforce will need to contribute to meeting your business goals. |
| **If no**: It is important to consider what your organisation wants to achieve over the short, medium and long term to be able to think about the size, structure and capabilities required of your future workforce. |

Question 2

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| Do you have systems in place to collect and manage your employee information records? | **Yes** | **No** |
| **If yes**: That’s great work. Not only are you required to keep detailed staff records for legislative purposes, good recordkeeping is a key component of good business planning. |
| **If no**: It is a requirement that businesses keep staff records. It is also a good business practice to put a system in place for collecting and managing employee information. |

Question 3

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| Have you gathered specific information about what your current workforce profile looks like? Have you analysed this information? | **Yes** | **No** |
| **If yes**: You are definitely on the right track! It’s important to have a good record of the skills, experience, knowledge base and overall existing capability of your workforce. By doing this you have a clear picture of the strengths and weaknesses of your workforce and any gaps that might be missing. |
| **If no**: Maintaining accurate employee records can help you make informed decisions about your workforce. Sorting your employees into categories such as job groups, skill levels, experience, age, gender and length of service can help you gain some insight into the skills and capacity of your current workforce. It can also give you an idea of any staff development that needs to take place.  |

Question 4

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| Do you know the workforce challenges your industry/business sector is facing as a result of internal and external factors? (For example, staff retiring, an ageing population, skills shortages or the crowding out effect due to the resources boom.) | **Yes** | **No** |
| **If yes**: Excellent! You already have a good understanding of the industry context your business is operating in and the factors affecting your workforce. For additional information to expand your existing knowledge check out the [Small Business Development Corporation](https://www.smallbusiness.wa.gov.au/) and [industry training councils](http://www.stb.wa.gov.au/links#industry-training-advisory-bodies). |
| **If no**: It is important to be aware of the internal and external factors affecting your business sector to help you meet your current workforce requirements and plan to meet your future workforce requirements. Contact your [industry training council](http://www.stb.wa.gov.au/links#industry-training-advisory-bodies) for information on issues affecting your industry sector now and possibly in the future and how you may be able to address these. Also give some thought to what is going on internally in your own workplace.  |

Question 5

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| Have you undertaken a workforce ‘gap analysis’ to identify your current and future workforce needs? Have you established what actions you may need to put in place to meet these needs?For example do you know:* what your future workforce requirements might be and how you might meet these;
* whether you will have enough employees or too many employees in the future; or
* if you will need employees with different skills as your business moves into the future?
 | **Yes** | **No** |
| **If yes**: Terrific effort! You already know what the gap is between your current workforce and your future workforce needs. You are well positioned to plan and implement targeted strategies to fill the gaps. You can use the evidence from your gap analysis, to decide what strategies you need to put in place. For example, your gap analysis could show that you need to focus on attraction and recruitment strategies or that you need to train and up-skill your existing workers or look at ways to motivate and retain your current employees. |
| **If no**: Completing a gap analysis is an important business practice to help you identify the gap between your current workforce capability and your future workforce needs. Once you know what this workforce gap is then you can begin to look at the actions you can take to help you fill the shortfall. |

Question 6

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| Have you put strategies in place to address the internal and external factors that impact on your workforce supply and demand? | **Yes** | **No** |
| **If yes**: Great work! Having strategies to manage internal and external workforce factors puts your business in a good position now and also moving into the future. |
| **If no**: Think about your business needs, your current workforce requirements and possible future workforce requirements. Once you have developed your ideas, plan how you might be able to apply some of these in your own workplace in a targeted way. |

Question 7

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| Have you developed a workforce action plan for your business? | **Yes** | **No** |
| **If yes**: Your workforce planning is on target. Having a workforce action plan is a great way of keeping you on top of your current workforce issues and it also provides you with a roadmap for addressing your future workforce needs. It is important to remember to also implement a system to periodically review this plan to make sure you are on track. |
| **If no**: Developing a workforce action plan assists you to better plan for your business needs and prepare staff for change to meet business growth. You can work through the Five easy steps to workforce planning to get all the information you need to develop your own workforce action plan. |

If you answered mostly ‘**no**’ to this quiz your current workforce planning practices are probably not in the best of health and you have some work to do. The good news is you’re in the right place!

Check out the *Workforce planning* and the *Five easy steps to workforce planning* sections for more information.

If you answered mostly ‘**ye**s’ to these questions, your workforce planning practices look to be in pretty good shape.

However, workforce planning is not a finite process. It is important to actively monitor and review your workforce planning requirements and practices to help you to keep your workplace ahead of the game.

Check out the *Five easy steps to workforce planning* section for more information to help you monitor and review your workforce planning and see if there are any other practices that you could put into place to help you meet your current and projected future workforce needs.