

# Analyzing Your Staffing Requirements - Checklist

When analyzing your staffing requirements, it is important to consider strengths, weaknesses, opportunities and threats as they relate to the following areas. As you factor in each point in the analysis of your staffing, check off those you have considered:

## ***Workforce Planning:***

- Workforce planning involves examining trends in the training needs of employees, analyzing retirement projections, and identifying current skills/abilities of current employees and comparing those with current and future needs. Have you considered these factors?

## ***Specific Hiring Situation (if there is one):***

- Have you identified the staffing problem(s) you are trying to resolve, and determined what is causing it?
- Does the situation involve a limited number of positions?
- To what extent is the problem pervasive and/or persistent?
- Are you trying to recruit someone new or retain a current employee?

## ***The Positions:***

- What position(s) and grade level(s) are affected as you develop the Staffing Plan?
- What qualifications are required?
- Is the position difficult to fill? If so, why?
- How does the position contribute to the agency's mission?
- How critical is it to keep this position filled?
- What would be the effect of keeping the position vacant or rewriting it for someone with fewer qualifications?

### ***The Labor Market:***

- Have you determined if there is a shortage of high-quality candidates for your type of positions? Does geographic location affect this supply of candidates?
- What are comparable positions in the private sector, and how much are they paid?
- How have Federal candidates been identified in the past and what hiring or retention incentives have been used in the past (and what has been the result)?
- What has led to position openings (e.g. employees leaving for better paying jobs in the private sector?) in the past?

### ***Funding:***

- What is the overall staffing budget and what funding is projected to be allotted in the future?
- Are there alternative sources of funding?
- What has your staffing cost in the past?
- How would a long-term investment in new/revised positions affect the budget?

### ***Agency Hiring and Compensation Policy:***

- Are there currently any freezes or restrictions on hiring? If so, what do they cover and for how long?
- Are there waivers that can be written and signed to obtain exceptions for this freeze?
- What rules or guidelines exist on compensation practices or levels?
- What pay alternatives (including flexibilities) are available within the agency to hire for effected positions?
- What rules and restrictions govern their use?
- How would each affect the budget?

These are just a few additional things you should consider when doing the SWOT on your individual station/office staffing plan.