






COMPLETING OR UPDATING THE FISCAL YEAR AGENCY WORKFORCE PLANNING & DEVELOPMENT ANNUAL PLAN

	<p>Complete the Agency Profile Template</p> <ul style="list-style-type: none">• Captures general information (name, mission, positions, workforce demographics, etc.)• Select prior year information can be imported• Identifies which classifications are included• Identifies which positions are a part of the Executive Team• Information from the Employment Opportunities Plan can be imported
	<p><i>(Optional Step - If not using the Supporting Tools, skip to Step 3)</i></p> <p>Utilize Supporting Tools (such as Identifying Critical Roles Tool)</p> <p>Additional tools are provided around specific areas of workforce planning.</p> <p>These are optional for agencies to use and can easily be incorporated into agency workforce plans.</p>
	<p>Complete the Agency Strategy Template</p> <p><i>This template is used to complete the workforce plan.</i></p> <ul style="list-style-type: none">• Agency Profile and Employment Opportunities Plan information can be imported• Select prior year information can be imported• Identifies metrics for continuity of operations, recruitment, retention & engagement, and workforce development• Uses reflective exercise to identify risks and needs• Compiles information into a single summary

Workforce Plans are due to DHRM by September 30th. Signed plans can be emailed to dhrm.wfp@dhrm.virginia.gov.