



## HR Highlights September 2023

### Workforce Plans Due on September 30

As a reminder, Agency Workforce Plans are due to **DHRM by September 30, 2023**. Signed Plans and the Agency Strategy Template can be emailed to [dhrm.wfp@dhrm.virginia.gov](mailto:dhrm.wfp@dhrm.virginia.gov).

To complete the agency plan, follow the steps outlined [here](#). Begin with completing the Agency Profile Template and then complete the Agency Strategy Template. Any information entered the Agency Profile can be directly imported into the Agency Strategy.

Additional assistance is available. [Register for the Live Working Sessions](#), held each **Thursday from 1pm to 2pm through September 21**, to walk through the process and ask questions. To date, we have covered all related data driven metrics, demonstrating how to locate the needed Cardinal and recruitment reports and use Excel to connect the reports together. If following along, the analysis file can be used as a future crosswalk template to assess and monitor workforce metrics at any point in time simply by adding updated report information.

Sessions are recorded and posted to the [DHRM GoToMeeting Channel](#) and the [Workforce Planning Program section](#) of the Virginia Learning Center.

For any questions, please contact [dhrm.wfp@dhrm.virginia.gov](mailto:dhrm.wfp@dhrm.virginia.gov).