



## HR Highlights August 2023

### How is your Workforce Plan progressing?

Though agency plans are due to **DHRM by September 30, 2023**, agencies should have already started the process of reviewing their FY23 information for insights to update their workforce plans and strategy.

All templates, tools, and resources can be found on the [DHRM Workforce Planning Webpage](#), in the Workforce Analysis section (shown in the picture below).

Available Templates	Available Tools	Resources
<ul style="list-style-type: none"><li>• <a href="#">Agency Profile</a></li><li>• <a href="#">Agency Strategy</a></li><li>• <a href="#">Employment Opportunities Plan</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Critical Roles Tool</a></li><li>• <a href="#">Sub-Agency, Internal Department or Team Input Template</a></li><li>• <a href="#">Classified Employee Exit Survey</a></li><li>• <a href="#">Mercer Compensation Benchmarking Platform*</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">How to Complete the Annual Workforce Plan</a></li><li>• <a href="#">Live Walkthrough Schedule</a></li><li>• <a href="#">Agency Profile Written Instructions</a></li><li>• <a href="#">Agency Strategy Written Instructions</a></li><li>• <a href="#">Employment Opportunities Plan Written Instructions</a></li><li>• <a href="#">Critical Roles Tool Instructions</a></li><li>• <a href="#">Data Definitions</a></li><li>• <a href="#">Recorded Webinars</a></li><li>• <a href="#">Workforce Reports</a></li><li>• <a href="#">Data Analysis Guide - Coming Soon!</a></li></ul>

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 into 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. In the July sessions, the workforce planning process was reviewed in detail, including all the templates, tools, and resources available to support agencies. There was also a demonstration of how to locate the needed Cardinal reports, use Excel to connect reports together and calculate information to fully complete the Agency Profile template.

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

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