



HR Highlights June 2022

FY 2022 Workforce Planning Agency Profile and Identifying Critical Roles Tool Now Available

As DHRM continues to build our strategy around workforce planning that incorporates a more holistic approach and focuses on the areas of continuity of operations, recruitment, retention/engagement, and workforce development, we are excited to share we have reached our first milestone with the creation of the [Agency Profile Template](#) and [Identifying Critical Roles Tools](#). Both are now available, along with written instructions, on the [DHRM Workforce Planning web page](#).

The Agency Profile and Identifying Critical Roles Tools are the first tools developed using a modular design approach, which enables DHRM to build a suite of integrated and customizable workforce planning tools for agencies.

- **Agency Profile:** This is the starting point of the workforce planning process.
 - This template collects general agency and workforce information that is used in conjunction with other tools.
 - The Agency Profile allows the agency to customize elements of their workforce planning strategy, such as defining the Agency's executive team, and outlines how Agencies can go beyond a foundational level of workforce planning, to an in-depth and even comprehensive level of workforce planning.
 - Data completed in the [Employment Opportunities Plan](#) can be directly imported to the Agency Profile.
- **Identifying Critical Roles Tool:** After working on the Agency Profile, the information can then be directly imported into the Identify Critical Roles tool. This tool guides agencies on:
 - creating a custom critical roles assessment
 - collecting data using the assessment (either from others or yourself)
 - exploring a summary of assessment results with multiple filters

Our next milestone is the [Agency Strategy Template](#), a reorganized version of the Fiscal Year 2021 Workforce Planning and Development Template, is planned to be available in July. Information from the Agency Profile and Critical Roles tool can both be directly imported into the Agency Strategy Template to facilitate completion of the WFP report. Continue to check the [DHRM Workforce Planning Webpage](#) for updates.