

1 Available to Agencies by June 1, 2022.



WORKFORCE PLANNING AND DEVELOPMENT
CONTINUITY OF OPERATIONS • RECRUITMENT • ENGAGEMENT • RETENTION • DEVELOPMENT

AGENCY PROFILE

The Agency Profile is the starting point for utilizing the workforce planning and development tools and templates provided by DHRM. It includes general information about the agency (name, logo, secretariat, agency structure, strategic plan elements, etc.) and allows the agency to customize the employee classifications and which positions are identified as part of the executive team.

This information can then be imported directly into any of the supporting tools and the Agency Strategy file. The Agency Profile will be available to agencies by June 1, 2022.

DATA CAN BE IMPORTED DIRECTLY
(NO COPY AND PASTE OR RE-ENTRY REQUIRED)



3 Available to Agencies by July 1, 2022.



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AGENCY STRATEGY

The Agency Strategy is the template agencies will use to craft their workforce planning strategy (similar to the existing template). Utilizing information from the agency profile and any supporting tools, it provides a systematic walkthrough to effectively analyze their workforce.

The core of the strategy focuses on the areas of continuity of operations, recruitment, retention and engagement, and workforce development. Agencies also address the future direction of the agency and how it will impact workforce planning efforts. Agencies then utilize the entire set of information to craft their agency strategy. The Agency Strategy template will be available to agencies by July 1, 2022.

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WORKFORCE PLANNING AND DEVELOPMENT
ANALYTIC TOOLS

IDENTIFYING CRITICAL ROLES

The Identifying Critical Roles tool is optional for agencies to use. It will assist agencies with creating their own unique assessment, collecting data using that assessment, and interpreting / analyzing the data collected.

This information can then be imported directly into the Agency Strategy file or other supporting tools. The Identifying Critical Roles tool will be available to agencies by June 1, 2022.



WORKFORCE PLANNING AND DEVELOPMENT
EMPLOYMENT OPPORTUNITIES PLAN

SPECIAL NOTE: If the Agency utilizes the Employment Opportunities Plan Template, the data can be imported directly in to the Agency Strategy file and incorporated into future workforce planning and development strategies.

