**NIH Strategic Workforce Planning Status Assessment**

| **Strategic Workforce Planning Activities**  | **Status: Is my organization doing this?** | **Check Your Top 3 – 5 Priorities** |
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| Instructions: Complete the status assessment for each activity below, then **check the top 3-5 priority activities** that may dictate next steps based on your organization’s current needs and potential workforce risks. | 1Strongly Disagree | 2Disagree | 3Agree | 4Strongly Agree |
| **Strategic Direction** |  |  |  |  |  |
| 1. Strategic workforce planning is well accepted and supported by executives and leaders. |  |  |  |  |  |
| 2. A plan is in place to deal with labor and skill shortages in the future. |  |  |  |  |  |
| 3. The workforce plan is closely aligned to the business strategy. |  |  |  |  |  |
| 4. Strategic, future-focused (as opposed to operational, current state-focused) workforce planning is practiced. |  |  |  |  |  |
| **Role Segmentation: Key and Mission-Essential Position Identification** |  |  |  |  |  |
| 5. Roles have been categorized based on their importance to executing strategy (i.e., critical, core, supportive, or misaligned). |  |  |  |  |  |
| 6. Top talent is assigned to critical/key jobs: the fit between “A” roles and “A” talent is strong. |  |  |  |  |  |
| 7. Competencies, or needed skills and capabilities, for each critical role have been identified. |  |  |  |  |  |
| 8. The depth of the candidate pool/potential successors (capabilities and readiness) for each critical/key role is understood.  |  |  |  |  |  |
| **Environmental Scan** |  |  |  |  |  |
| 9. The internal and external environment factors that impact the present and future workforces are well understood. |  |  |  |  |  |
| 10. The risk associated with important environmental factors is assessed. |  |  |  |  |  |
| **Workforce Supply** |  |  |  |  |  |
| 11. Analytics and data are used to analyze different workforce profiles and trends. |  |  |  |  |  |
| 12. The profile and characteristics of the current workforce are clearly understood. |  |  |  |  |  |
| **Workforce Demand and Gap Analysis** |  |  |  |  |  |
| 13. The no-change future state is used to forecast what the current workforce would look like if no changes or adjustments were made. |  |  |  |  |  |
| 14. Scenario planning is used to help understand the future workforce characteristics. |  |  |  |  |  |
| 15. Both quantitative and qualitative data are used to construct future scenarios. |  |  |  |  |  |
| 16. A gap analysis is performed to reconcile the differences between the current and future state needs. |  |  |  |  |  |
| **Solution Implementation and Monitoring Progress** |  |  |  |  |  |
| 17. The best decisions about how to address skill and competency gaps are made through hiring, developing, and using external resources. |  |  |  |  |  |
| 18. A detailed action plan is in place to accomplish the initiatives required by the strategic workforce plan. |  |  |  |  |  |
| 19. The strategic workforce plan is monitored so that if conditions change, the plan can be modified or redirected as needed. |  |  |  |  |  |