

» Step 4

WORKSHEET

Identify Workforce Gaps



Review the information collected and assembled during Steps 1–3. Now you have the information you need to compare the current available resources (supply) with the needed resources (demand) for the future—this is a “gap analysis.” This comprehensive set of information is a “snapshot” of critical factors and characteristics of your agency and community that describe and impact the workforce. You have identified workforce gaps through a planning process of collecting relevant information, reflecting on critical questions, and interpreting the importance and implications of what you have learned about your staff, agency, and community.

STOP ⚡ Download, save, and work in your saved worksheet!

As you review all of the information consider the following:

1. What are your agency’s overall workforce strengths?— Be specific; what characteristics of your agency and of your workforce are strengths? Do you anticipate that these strengths will continue into the future and contribute to an effective workforce?

2. What are your agency's workforce challenges and gaps?—Be specific; define the problem. Consider the root causes. What is your “theory” about the possible causes of this particular challenge or gap? Do you anticipate these challenges will continue into the future and contribute to future workforce gaps?

This information lays the groundwork to close the gaps by identifying the most appropriate strategies from the multiple integrated components of workforce development.

LEARN MORE:



Georgia Department of Administrative Services—Workforce Planning



Washington State Human Resources—Workforce Planning Guide



Office of Personnel Management



Self-Assessment Workbook for Building Stable and Quality Child Welfare Workforce



Workforce Planning Portal



Workforce Development Process—Fairfax Virginia