

How Much is Staff Turnover Taking Out of My Back Pocket?

Workforce Planning Tools - Current Staff Inventory

Employee Name	Job Title	Key Duties as per Job Description	How Long on the Job	Performance Record	Employee Promotability Yes / No (if yes, to what job?)	Training Needs Required

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Workforce Planning Tools - Additional Jobs Required

Additional Jobs Required (include reasons why additional job is needed, and insure that these tasks can not be absorbed by an existing job, new equipment/technology)	Key Duties	Projected Start Date	Wage / Salary Budget

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Workforce Planning Tools - Staff Turnover

Job Title	Annual Job Turnover Rate (# of positions for this job title divided by total # of people in same job over one-year period)	Reasons for Turnover (dismissals, quits, etc.)	Anticipated Turnover/Temporary (# of anticipated positions that will become open due to retirement, maternity leave, educational courses, etc.)

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Workforce Planning Tools - Jobs to be Dropped

Jobs to be Dropped (include reasons why job is to be dropped)	Projected End Date	Displaced Worker's Plan (re-train, transfer, etc.)	Budget