**STAFFING NEEDS ASSESSMENT**

**Purpose:** To assist your facility in assessing how many staff members you need to hire.   
This element will require a review of your facility’s data history.

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| **#** | **Question** | **Answer** |
| 1. | How many employees do you expect to ***hire*** this year given the facility’s history, current marketing strategy, and future marketing plans? |  |
| 2. | How many employees do you expect to ***lose*** this year given the facility’s history, current marketing strategy, and future marketing plans? |  |
| 3. | How many employees will you need to hire to meet the specific needs of your resident population, taking attrition into account? |  |
| 4. | How many employees will you need to hire in order to meet your staffing hours per resident? |  |
| 5. | ***What*** is your attrition rate for the past 3 years?  ***When*** did your greatest attrition occur? |  |
| 6. | What does your PBJ data say? How many stars do you have? |  |
| 7. | What is the average vacation and holiday leave? |  |
| 8. | What is your average sick leave? |  |
| 9. | What is your average personal leave? |  |
| 10. | What is your average military leave, FMLA, etc.? |  |
| 11. | What is your average number of hours allotted for light duty, special assignment, etc.? |  |
| 12. |  |  |
| 13. |  |  |
| 14. |  |  |
| 15. |  |  |

\*FOR QA PURPOSES ONLY

PERSON COMPLETING FORM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_