

Headcount Planning Checklist

Do you know how to take a more strategic approach to your company's headcount planning process? Find out now with this informative checklist.

1. Identify challenges and roadblocks

Questions to answer:

- How is your company's financial health?
- What does the future of your company look like?
- What are the main roadblocks affecting your company right now?

2. Communicate with all departments

- Speak with all department heads to find out which positions and talent gaps are missing from their function.

3. Design your growth timeline

- When speaking with other departments, find out which roles are the most critical so you can prioritize hiring those positions.

4. Assess your current compensation structure

- Talk to your recruiting team to gain a greater understanding of the current hiring landscape. By outlining the average compensation, salaries, and benefits of your desired hire, you will be better prepared to compete for top talent.

5. Factor in relocation costs

Questions to answer:

- Communicate with all departments
- Where are the ideal hires located?
- Does this role require having someone locally, or can the role be performed remotely?

6. Include signing bonuses

- When operating in a competitive talent market, consider offering signing bonuses to acquire top candidates, especially executives or leadership roles.

7. Consider remote employees and contract workers when calculating your future workforce costs

- Review your current headcount mix and evaluate how many remote, local, and contracted employees you want to hire.
- Consider using contract workers to scale capacity up and down as needed.

8. Consider employee attrition and internal promotions

- Headcount planning involves more than new employees, it encompasses all workers within the organization. Some roles may be backfilled due to attrition, internal promotions, and/or position changes.

9. Align on data

- Once your team defines clear metrics, it is time to track performance. All members involved in the hiring process can align on data and use those insights to make the right decisions.

10. Line up your business strategy with your talent strategy

- By following a strategic plan that incorporates both your business and talent strategies, your team will be better prepared to adapt hiring plans at each growth stage.

Strategic headcount planning allows you to build a team of all-star players that will take your organization to new heights. By syncing teams on desired skill sets, budgets, hires, and headcount metrics, your organization will be able to design a full-proof blueprint for the entire company to align on and follow.

Interested in learning more about strategic headcount planning? Talk to one of our financial experts by requesting a demo today.

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