

# » 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 the 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 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 for closing the gaps by identifying the most appropriate strategies from the multiple integrated components of workforce development.

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[Washington State Human Resources—Workforce Planning Guide](#)



[Office of Personnel Management](#)



[Self-Assessment Workbook for Building a Stable and Quality Child Welfare Workforce](#)



[Workforce Planning Portal](#)



[Workforce Development Process—Fairfax, Virginia](#)