

Workforce Planning Questionnaire

During the next fifteen years, many of our employees (over 50%) are eligible for retirement. Whether or not all employees choose to retire, agency wants to plan for the inevitable changes in our workforce. Specifically, the agency wants to provide (1) opportunities for employees that don't want to retire but might like a more flexible work schedule and (2) opportunities for individuals to obtain the education and training needed to assume new positions.

To help us achieve these goals, we would like you to complete this questionnaire so that we can more accurately assess how to develop programs that will support the workplace needs of all employees. Thank you for helping us get a "snapshot" of what the future workforce might be. Once the data has been compiled, we will share the results of the survey with all agency staff.

Job Title _____

Check the appropriate boxes:

1. My position is:

- Administrative support staff (receptionists, secretaries, administrative assistants)
- Front-line staff (deliver service to customers and support direct service to customers)
- Director
- Supervisor
- Manager

2. I am eligible to retire in:

- the next five years (2003-2007)
- the next ten years (2008-2012)
- the next fifteen years (2013-2017)

3. I plan to retire in:

- the next five years (2003-2007)
- the next ten years (2008-2012)
- the next fifteen years (2013-2017)

4. I would like to have the following new position in five years:

- Supervisor
- Manager
- Director
- Executive Board
- Other (specify) _____

5. I would like to have the following new position in ten years:

- Supervisor
- Manager
- Director
- Executive Board
- Other (specify)

6. I would like to have the following new position in fifteen years:

- Supervisor
- Manager
- Director
- Executive Board
- Other (specify) _____

Answer the following question only if you are eligible for retirement in 2002-2017

7. When I am eligible for retirement I would like to:

- Retire
- Work fewer hours (part-time)
- Have a flex schedule (e.g., work four days and have three days off)
- Other (Specify) _____