

MONTANA CHILD CARE BUSINESS

CONNECT

Small Business Support. Big Community Impact.

Self-Assessment: Data-Based Decision-Making for Recruitment & Retention in Child Care

This self-assessment is designed to help you evaluate your practices in using data to inform decisions related to staff recruitment and retention.

DATA COLLECTION

1. How often do I collect data related to staff recruitment (e.g., application numbers, candidate sources, time-to-hire)?

- Regularly
- Occasionally
- Rarely
- Never

2. Do I consistently collect data on staff retention (e.g., turnover rates, reasons for leaving, tenure)?

- Yes
- Sometimes
- No

3. How confident am I in the accuracy and completeness of the data I collect?

- Very confident
- Somewhat confident
- Not confident
- Unsure

DATA ANALYSIS

1. Do I analyze the data I collect to identify trends and patterns in recruitment and retention?

- Yes, consistently
- Sometimes
- Rarely
- Never

2. How often do I use data to assess the effectiveness of my recruitment strategies (e.g., comparing sources, measuring success rates)?

- Regularly
- Occasionally
- Rarely
- Never

3. Do I regularly evaluate retention data to understand the factors contributing to staff turnover?

- Yes
- Sometimes
- No

DATA UTILIZATION

1. How often do I use data insights to make informed decisions about recruitment strategies (e.g., changing job posting platforms, altering interview processes)?

- Regularly
- Occasionally
- Rarely
- Never

2. Do I use data to develop and implement strategies for improving staff retention (e.g., modifying benefits, enhancing work culture)?

- Yes, regularly
- Sometimes
- No

3. How frequently do I review and adjust my strategies based on the data I collect?

- Regularly
- Occasionally
- Rarely
- Never

SHARING AND COLLABORATING

1. Do I share data insights with my leadership team or staff to inform collective decision-making?

- Yes, regularly
- Sometimes
- No

2. How often do I seek input from my team when analyzing data or making data-driven decisions?

- Regularly
- Occasionally
- Rarely
- Never

DATA-DRIVEN CULTURE

1. How committed am I to fostering a data-driven culture in my organization?

- Very committed
- Somewhat committed
- Not committed yet
- Unsure

2. Do I provide training or resources to staff to improve their ability to use data in decision-making?

- Yes
- Planning to
- No

SCORING RUBRIC FOR SELF-ASSESSMENT: WORKFORCE PLANNING FOR CHILD CARE PROVIDERS

This rubric will help you assess the effectiveness of your data-driven decision-making practices related to recruitment and retention in your child care facility. Assign points to each response, with higher scores reflecting stronger data usage practices.

DATA COLLECTION

1. How often do I collect data related to staff recruitment (e.g., application numbers, candidate sources, time-to-hire)?

- 4 Points:** Regularly
- 3 Points:** Occasionally
- 2 Points:** Rarely
- 0 Points:** Never

2. Do I consistently collect data on staff retention (e.g., turnover rates, reasons for leaving, tenure)?

- 4 Points:** Yes
- 2 Points:** Sometimes
- 0 Points:** No

3. How confident am I in the accuracy and completeness of the data I collect?

- 4 Points:** Very confident
- 3 Points:** Somewhat confident
- 2 Points:** Not confident
- 0 Points:** Unsure

DATA ANALYSIS

1. Do I analyze the data I collect to identify trends and patterns in recruitment and retention?

- 4 Points:** Yes, consistently
- 3 Points:** Sometimes
- 2 Points:** Rarely
- 0 Points:** Never

2. How often do I use data to assess the effectiveness of my recruitment strategies (e.g., comparing sources, measuring success rates)?

- 4 Points:** Regularly
- 3 Points:** Occasionally
- 2 Points:** Rarely
- 0 Points:** Never

3. Do I regularly evaluate retention data to understand the factors contributing to staff turnover?

- 4 Points:** Yes
- 2 Points:** Sometimes
- 0 Points:** No

DATA UTILIZATION

1. How often do I use data insights to make informed decisions about recruitment strategies (e.g., changing job posting platforms, altering interview processes)?

4 Points: Regularly

3 Points: Occasionally

2 Points: Rarely

0 Points: Never

2. Do I use data to develop and implement strategies for improving staff retention (e.g., modifying benefits, enhancing work culture)?

4 Points: Yes, regularly

2 Points: Sometimes

0 Points: No

3. How frequently do I review and adjust my strategies based on the data I collect?

4 Points: Regularly

3 Points: Occasionally

2 Points: Rarely

0 Points: Never

SHARING AND COLLABORATING

1. Do I share data insights with my leadership team or staff to inform collective decision-making?

4 Points: Yes, regularly

2 Points: Sometimes

0 Points: No

2. How often do I seek input from my team when analyzing data or making data-driven decisions?

4 Points: Regularly

3 Points: Occasionally

2 Points: Rarely

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DATA-DRIVEN CULTURE

1. How committed am I to fostering a data-driven culture in my organization?

4 Points: Very committed

3 Points: Somewhat committed

2 Points: Not committed yet

0 Points: Unsure

2. Do I provide training or resources to staff to improve their ability to use data in decision-making?

4 Points: Yes

2 Points: Planning to

0 Points: No

**Total
Points:**

SCORING GUIDE

52-64 points: Strategic Workforce Planner – Your workforce planning is highly proactive and effective, ensuring your organization is well-prepared for current and future needs.

39-51 points: Proficient Workforce Planner – You have solid workforce planning practices in place but may benefit from enhancing specific areas.

26-38 points: Developing Workforce Planner – You are working on your workforce planning, but there are several areas that could be strengthened.

0-25 points: Beginning Workforce Planner – Your workforce planning practices are limited. Focusing on key areas of improvement will significantly benefit your organization.

REFLECTION: DATA-BASED DECISION-MAKING AREAS OF GROWTH

CHALLENGES AND BARRIERS

What are the main challenges I face in using data for recruitment and retention?

- Lack of time
- Insufficient data collection tools
- Difficulty in data analysis
- Lack of confidence in data interpretation
- Other: _____

AREAS FOR IMPROVEMENT

What steps can I take to improve my data-based decision-making for recruitment and retention?

- Implement better data collection processes
- Invest in data analysis tools or software
- Provide staff training on data usage
- Allocate more time for data review and strategy adjustment
- Other: _____

Reflect on any additional insights or actions you can take to enhance your data-based decision-making:
