

MONTANA CHILD CARE BUSINESS

CONNECT

Small Business Support. Big Community Impact.

Self-Assessment: Workforce Planning for Child Care Providers

Evaluate your current workforce planning practices by answering the following questions.
This self-assessment will help you identify strengths and areas for improvement to focus your efforts.

STAFFING NEEDS ASSESSMENT

1. Do I regularly assess the current and future staffing needs of my child care facility?

- Yes, proactively
- Occasionally
- Rarely
- Never

2. How often do I review the qualifications and skills needed for each position within my organization?

- Regularly
- As needed
- Rarely
- Never

RECRUITMENT STRATEGIES

1. Do I have a clear, documented recruitment plan that aligns with my organization's staffing needs?

- Yes
- Partially
- No

2. How often do I evaluate and update my recruitment strategies to attract qualified candidates?

- Regularly
- Occasionally
- Rarely
- Never

RETENTION STRATEGIES

1. Do I have retention strategies in place to reduce staff turnover?

- Yes, and they are effective
- Yes, but they need improvement
- No, but I plan to develop them
- No, I do not have a retention strategy

2. How often do I gather feedback from staff to understand their satisfaction and address retention issues?

- Regularly
- Occasionally
- Rarely
- Never

STAFF DEVELOPMENT AND TRAINING

1. Do I provide ongoing professional development opportunities for my staff?

- Yes, consistently
- Sometimes
- Rarely
- Never

2. How often do I assess the effectiveness of training programs and make necessary adjustments?

- Regularly
- Occasionally
- Rarely
- Never

SUCCESSION PLANNING

1. Do I have a succession plan in place for key roles within my organization?

- Yes, well-documented
- Yes, but needs further development
- No, but planning to develop one
- No, I do not have a succession plan

2. How confident am I that my organization could manage smoothly if a key staff member left unexpectedly?

- Very confident
- Somewhat confident
- Not confident
- Unsure

WORKFORCE DIVERSITY AND INCLUSION

1. Do I actively consider diversity and inclusion when planning my workforce?

- Yes, it is a priority
- Sometimes, but not consistently
- Rarely
- Never

2. How often do I review my policies and practices to ensure they support a diverse and inclusive work environment?

- Regularly
- Occasionally
- Rarely
- Never

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

This scoring rubric will help you evaluate the effectiveness of your current workforce planning practices.

Each response is assigned a point value, with higher scores reflecting more strategic and proactive workforce planning.

STAFFING NEEDS ASSESSMENT

1. Do I regularly assess the current and future staffing needs of my child care facility?

4 Points: Yes, proactively

3 Points: Occasionally

2 Points: Rarely

0 Point: Never

2. How often do I review the qualifications and skills needed for each position within my organization?

4 Points: Regularly

3 Points: As needed

2 Points: Rarely

0 Point: Never

RECRUITMENT STRATEGIES

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4 Points: Yes

2 Points: Partially

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0 Points: Never

**Total
Points:**

SCORING GUIDE

52-64 points: Strategic Workforce Planner – Your workforce planning is highly proactive and effective, ensuring your child care business 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 child care business.

WORKFORCE PLANNING CHALLENGES

What are the primary challenges I face in workforce planning?

- Budget constraints
- Difficulty in finding qualified candidates
- High turnover rates
- Lack of time for planning
- Other: _____

IMPROVEMENT AREAS

What steps could I take to enhance my workforce planning efforts?

- Develop a more detailed staffing plan
- Improve recruitment strategies
- Focus on staff retention
- Invest in staff training and development
- Implement or improve succession planning
- Other: _____

Reflect on any additional insights or actions you can take to strengthen your workforce planning:
