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NETSUITE

Headcount Planning Checklist

Use this checklist to help you plan for headcount. For best results, revisit as you review your planning using real-time data.

1. Review challenges and opportunities for growth.
Ask questions such as:
Where does my company currently stand?
Where do I want my company to go?
What challenges prevent me from achieving those goals?
What new skills or jobs are required to overcome these challenges?

2. Consider all departments.
Speak with each department to learn what each will need to be successful now and as the company grows.

3. Evaluate hiring timelines.
Get feedback about past hiring processes and managing expectations when it comes to the timeline to fill each position.

4. Look at current compensation.
Research compensation and salaries based on experience for your targeted hires, so you can stay competitive.

5. Include relocation costs.
Doing so can help your company expand its search for relevant talent.

6. Include signing bonuses.
Talented candidates will likely compare multiple offers—make sure yours is competitive.

7. Consider remote workers.

If this is an option, consider this an opportunity to implement a remote working policy. Don't forget to reflect this in your budget.

8. Review employees who currently work multiple positions and roles.

You may need to hire for additional roles if the current employee is stretched too thin to fulfill their primary responsibility properly.

9. Factor in employee attrition and promotions.

Existing roles may also require budget changes and planning, such as when an existing role needs to be backfilled.

10. Pay attention to skill gaps.

You want to be able to identify and nurture skills that are in demand across all positions.

11. Focus on the data after defining metrics.

Understand your data and the metrics on which you're basing your decisions.

12. Align business strategy with your talent strategy.

Doing so helps you anticipate talent needs throughout various growth periods.