### Step 2: Current workforce profile - Basic

##### Current Workforce Profile – Skills, Capability and Capacity

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| --- | --- |
| Types and numbers of roles  | What are the different types of roles in our workforce?  |
| Skill and qualification level  | What are the current skills, competencies and development goals of our workforce? |
| Type of employment  | What are the types of employment in our workforce? Are they paid or unpaid? Are they part-time or full time?  |

##### Current Workforce Characteristics

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| --- | --- |
| Gender | What is the gender distribution of our workforce?  |
| Ethnicity | What is the ethnicity profile of our workforce?  |
| Age  | What is the age profile of our workforce? |
| Earnings  | What is the earnings profile of our workforce?  |
| Distribution  | Where is our workforce located?  |
| Other employment characteristics  | What are some of the other employment characteristics of our staff?* vacancy and recruitment activities, for example: vacancy lengths, recruitment rates, application numbers
* exit information (this may be sought through employee surveys, termination information, resignation letters)
* influences on staff (for example change in business direction, budgets, market pressures)
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| Workforce support  | How are staff rewarded and recognised? What kind of support and development structures are in place?  |
| Regional/national comparison | How does our workforce compare to similar businesses and organisations? How do we compare to the regional and national picture?  |