

What Is Human Resource Planning?

Worksheet

HRP aligns human talent with organizational strategy through systematic forecasting of workforce needs, skills analysis, and talent acquisition/development plans. It answers: Who do we need, when, and how do we get them?

Questions

1. Which comes first in the HRP process?

- A) Recruitment campaign
- B) Analyse current workforce state
- C) Training programme design
- D) Salary benchmarking

2. Workforce gap analysis reveals a shortage of 50 software engineers in 2 years. Which HRP response is strategic?

- A) Hire 50 engineers immediately
- B) Expand intern/grad recruitment early, upskill existing staff, consider offshore
- C) Wait until year 2 to hire
- D) Reduce business growth targets

3. How often should HRP be reviewed?

- A) Once every 5 years
- B) Only when hiring
- C) Quarterly or as business conditions change
- D) Never-once set, it's fixed

4. A new technology reduces the need for 20 data-entry roles. What is HRP's role?

- A) Lay off all 20 staff immediately
- B) Forecast the impact, identify reskilling options, redeploy where possible
- C) Ignore it; roles stay unchanged
- D) Hire more managers to supervise automation

5. A tech startup expects to grow from 50 to 150 staff in 2 years. What does HRP need to forecast?

6. A manufacturing plant knows 30% of workforce will retire in 3 years. What's the HRP response?

7. A company's revenue forecast shows 20% decline next year. How does HRP respond?

8. Define: What is Human Resource Planning (HRP)?

9. Define: What are the main HRP steps?

10. Define: What is workforce gap analysis?

Answer Key

1. B) Analyse current workforce state - You must know your current workforce (skills, roles, capacity) before forecasting future needs-no baseline means no plan.
2. B) Expand intern/grad recruitment early, upskill existing staff, consider offshore - Multi-pronged approach addresses talent shortage: early recruitment pipeline, internal development, and alternative sourcing.
3. C) Quarterly or as business conditions change - HRP is dynamic; markets, strategy, and talent landscapes shift. Regular reviews (quarterly minimum) keep plans aligned.
4. B) Forecast the impact, identify reskilling options, redeploy where possible - HRP proactively manages disruption through forecasting, skill analysis, and transition planning-minimizing turnover and enabling redeployment.
5. 1. Current State: Audit 50 roles-engineers, designers, marketers, operations. 2. Future Demand: Model 100 new hires: 40 engineers, 15 designers, 20 sales, 15 support, 10 ops. 3. Gap: Identify need for 3+ senior engineers (leadership gap), HR/recruitment capacity. 4. Strategy: Launch recruitment 6 months early, train new leads, outsource non-core functions. 5. Monitor: Track hiring pace, time-to-hire, onboarding success-adjust plan quarterly.
6. 1. Identify: 60 of 200 staff are 55+, concentrated in maintenance and skilled trades. 2. Forecast: Plan for 60 replacements over 3 years (20/year). 3. Skills Transfer: Create mentorship pairs starting year 1-retain knowledge before retirements. 4. Recruitment: Expand apprenticeships, partner with trade schools. 5. Retention: Offer flexible schedules to delay departures, offer knowledge-sharing bonuses.
7. 1. Assess: Model impact-which roles are at risk, which are essential? 2. Optimize: Freeze hiring, increase automation, redeploy staff to profitable units. 3. Communicate: Transparent conversations about potential reductions early. 4. Reskill: Invest in training high performers for new roles (shift from sales to support). 5. Exit Plan: If layoffs needed, do so fairly and with severance; plan rehiring once conditions improve.
8. The strategic process of forecasting workforce needs and aligning talent acquisition, development, and retention with business goals.
9. Analyse current state Forecast demand Gap analysis Strategy development Implementation & monitoring.
10. Comparing future workforce demand against current supply to identify skills shortfalls (critical gaps) or surpluses (redundancy risks).

Bounlu

All cards, step-by-step solutions and an AI tutor are in the Notek app.

Promy turns exam dates into automatic reminders.