

## Employee Questionnaire for Workforce Planning

The following questionnaire may be used to seek employee input into the workforce planning process and to better understand employee perceptions of priorities in their assigned duties.

1. What are the five most important tasks/duties you perform, in order of importance? Beside each, list the percentage of your time that you generally spend on each.

1. \_\_\_\_\_ %
2. \_\_\_\_\_ %
3. \_\_\_\_\_ %
4. \_\_\_\_\_ %
5. \_\_\_\_\_ %

2. Do you think that the time you spend on each of these duties reflects their overall importance? Please explain.

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3. What tasks/duties do you perform that you think may be unnecessary or better performed by another worker?

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4. Are there tasks/duties performed by others that you think might be better managed by you? What are they?

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5. Are there new tasks or duties that you think would be best assigned to you? How much time do you think it would take you to perform these duties?

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6. Have any of these tasks/duties increased or decreased greatly in the last 2 years?

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Feel free to download this questionnaire from the Experience Works website/portal and adjust it to meet your company's needs. You'll also find links to other workforce planning resources. See the section entitled "Workforce Planning".

[www.experienceworks.ca](http://www.experienceworks.ca)