**Work-Life Strategy Implementation**

**Workforce Profiling Template**

*Workforce profiling refers to the mining and analysis of information on employees of an organisation. It provides an indication of the areas of priority for work-life programmes. It can yield information on trends and changes which could be used to adapt work-life programmes to better meet employee needs.*

Useful demographic questions to find out include:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | No of employees | Proportion of workforce |
|  | **How many employees are:** |  |  |
| 1 | Retired & re-employed |  |  |
| 2 | Near retirement |  |  |
| 3 | Parents (with children aged 7 years and above) |  |  |
| 4 | Young parents (with children younger than 7 years) |  |  |
| 5 | Single parents |  |  |
| 6 | Singles |  |  |
| 7 | Pursuing further education |  |  |
|  |  |  |  |
|  | **How many employees have:**  |  |  |
| 8 | Elderly parents |  |  |
| 9 | Dependants with healthcare needs |  |  |
| 10 | **Age ranges of employees:** (e.g., 35 and below, 36-45yrs, 46-55yrs, 56-65yrs, above 65) |  |  |
| 11 | **Gender of employees** (male, female) |  |  |
| 12 | **Different job roles within the organisation** (e.g., operations, sales & marketing, admin, others) |  |  |

**These are questions for the management to consider during workforce profiling:**

* Does the organisation’s business plans require additional employees? Does the organisation need to attract a different or new employee population?
* Which part of the business has greater difficulty recruiting employees? What are the reasons?
* What are existing employee health challenges/problems and costs?
* What is the organisation’s current turnover rate?
* What is the organisation’s current absenteeism rate?
* What is the organisation’s average level of medical leave taking?
* What are the attitudes of supervisors towards the work-life needs of employees?