**Template for needs analysis**

*This template can be used to help identify the need for recruitment as well as to take future needs and changes into account.*

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| **Background analysis** | **Comments** |
| Why has the need for recruitment emerged?*E.g. short staffing, someone is leaving, lacking skills.* |  |
| Which function/s need to be filled, which work duties need to be carried out, which experiences, skills and knowledge are required? |  |
| Is the need full-time or part-time? |  |
| Is the need permanent or temporary (ongoing or short-term)? |  |
| * What changes are you facing?
* What work areas are expected to increase/decrease in the near future?
* What does the financial situation look like?
* Could this lead to more changes in the future that the organisation should pay attention to now?
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| Will the organisational goals and work methods change in the future and what demands will that place on the employees?  |  |
| What is the current expertise and which development paths are available for current staff based on their qualifications and requests? * Have there been any requests to modify/change work duties?
* Could the need be resolved by providing professional development for current staff or by reallocating work duties?
* Are there any part-time staff who would like to increase their hours?
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| Is it possible to find solutions through redeployment of employees, preferential right to re-employment or restructuring?  |  |
| Is it possible to procure this service from another division/organisation? |  |
| Summary: |  |