

Departmental Workforce Requirement Template

Department Information

Department Name	
Prepared By	
Date	

Workforce Overview

Current Headcount	Approved Positions	Vacant Positions	Contract Type
			(e.g., Full-Time, Part-Time, Temporary)

Detailed Position Requirements

Position Title	Number Required	Justification	Skills & Qualifications	Expected Start Date

Budget Considerations

Position Title	Estimated Cost (Annual)	Funding Source	Comments

Approval

Department Head Signature	
Date	
HR Approval	

Important Notes

- This template should be updated at least annually or whenever workforce needs significantly change.
- Provide specific justifications for each position to aid approval and resource allocation.
- All estimates should be based on current market standards and organizational budget guidelines.
- Route the completed template through the required approval channels before initiating recruitment.