

myTeam Roster Planning Tool: Utilization

Directions: Supporting development and career growth, add each colleague to the roster tool indicating their HR status and average hours worked. Capture the development steps that will be impactful in accelerating your colleague into their next role.

Colleague		Current		Future					
Name:	Title:	Status: (FT/PT)	Average Hours/wk: (FS/Rx)	Avg. Hrs: Next 30 days	Avg. Hrs: Next 60 days	IMZ Certified: (Y/N/ In Progress)	Future Role & Development Opportunities:	Colleague Backfill:	
Actual Roster Capacity: (calculated above)						What are the you proud of with staffing and talent development?			
Min Roster Capacity: (from guidelines)									
Max Roster Capacity: (from guidelines)									
Hot / Cold / On:									
				When staffing support do you need? Who will you partner with?					

Is your overall store status above or below roster capacity?: _____ Are you able to share talent? _____
 Do you need to hire: _____ If so, define your needs? _____