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**Interactive Assignment #4 –
Forecasting/Analyzing/Core Competencies in Career Field(s)/Job Categories**

Chapter 5: Planning for and Recruiting Human Resources

Identifying top talent and positioning individuals into their proper roles to drive a company's business is a critical challenge for any organization. Thus, organizations do human resource planning to meet business objectives and gain an advantage over competitors. **Human resource planning** compares the present state of the organization with its goals for the future; then identifies what changes the organization must make in its human resources (employees) to meet these goals (this is known as HR strategic planning).

1. Human resource changes may include downsizing, training existing employees in new skills, or hiring new employees.

Figure 5.1, Overview of the Human Resource Planning Process, (see p. 134 attached) identifies the elements of the human resource planning process.

1. The first step in human resource planning is **forecasting**, which is defined as a company's attempts to determine: 1) the demand for various types of human resources and 2) the supply (pool) of potential employees in order to predict (i.e., forecast) areas within the organization where labor shortages or surpluses will occur. There are several ways to conduct forecasts. **(see pages 133 to 138 Attached)**.
2. The second step in human resource planning is **goal setting and strategic planning**. The purpose of setting specific numerical goals is to focus attention on the problems and provide a basis for measuring the organization's success in addressing labor shortages and surpluses.
 - a. The stated goals should come directly from the analysis of labor supply and demand. For each goal, the organization must choose one or more HR strategies to implement to help the company meet the goal.
 - b. Another consideration in choosing an HR strategy is whether the needed employees will contribute directly to the organization's success. Organizations are most likely to benefit from hiring and retaining employees who provide a **core competency**, which is a set of knowledge and skills that make the organization superior to competitors and create value for customers.

Bottom line: The best selection process will help a company identify the most: **competent employees** and **talented employees who best fit the organization**.

Directions and steps to follow:

Step 1. Search the following Web sites:

- Dept. of Labor's O-Net Resource Center Web site - <http://www.onetcenter.org/>

- Bureau of Labor Statistics, Occupational Outlook Handbook - <http://www.bls.gov/ooh/home.htm>

Step 2. Find two (2) articles about your career field(s), especially the following criteria:

- What is the **labor demand** for workers in your career field(s)?
 - Provide numbers for short-term **and** long-term projections
 - Include **various job categories** in the career field
- What are the **educational requirements**?
- What are the **core competencies/required skills**?
- What are the **starting salaries** in **various areas** of the country?
- What "**aha**" **moment or new information** did you learn about the career field(s)/job category?

Step 3. Write a **one (1) to two (2)-page, single-spaced bullet list** explaining:

- answers to the questions in Step 2 above
- information you found in the articles or websites related to Key Terms, Review and Discussion Questions, and Charts/Tables or Case Studies in Chapter 5
- **Include the URLs** to the two (2) articles, or pdf the articles and upload them with your assignment



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