Take Action!

Implementation Task 22: Assessing Your Current Positions

Take the time now to analyze your current staff and what positions they are able to effectively fill.

Assign names of people currently handling	g each position in your company:
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Review needs of each position and qualific	cations of person currently handling:
Positions:	Qualifications of current employee:
	
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Identify positions that need to be reassigned:	
Identify positions that need to be hired for and wl	nen they will be filled:
Positions to add:	Approximate time frame:

Notes