SPERTON

Staffing Plan 2027 – checklist for leaders

Spend 30 minutes before Christmas going through these questions together with your leadership team. The answers give you a concrete starting point for next year's hiring.

Time needed: approx. 30 minutes **Who:** CEO, leadership team, HR **When:** December

1 Goals and needs

- [ ] What are the three most important goals for the business in 2027?
- [ ] What skills are we missing to reach them?
- [ ] Which roles must be filled, and by when?
- [ ] Has the budget for new hires been confirmed?

2 Risk in the current team

- [ ] Who are the key people without a backup?
- [ ] Who may retire or leave in the next year?
- [ ] Where does operations stop if one person is gone?

3 Strategy: build, buy or borrow

- [ ] Can the need be met by developing our own employees?
- [ ] Do we need a permanent hire, or is a consultant for a period enough?
- [ ] What makes us attractive as an employer, and do candidates know it?

4 Next steps

- [ ] Set aside an hour before Christmas to go through the list with the leadership team.
- [ ] Prioritize the roles: what needs to be in place first?
- [ ] Book a no-obligation chat with Sperton if you want a sparring partner.

5 The recruitment process

- [ ] Do we have a clear requirements specification for each role?
- [ ] Have the assessment criteria been decided before the first interview?
- [ ] Who owns the process, and who interviews?
- [ ] Which tools do we use: structured interviews, tests, background and reference checks?
- [ ] Do we have the capacity to do this ourselves, or do we need help?

Notes

Do you want to do it yourselves, or should we take care of most of it?
Staffing planning · Full recruitment · Workhue, tests and reference checks

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