HR Infrastructure Checklist

HR Impacts Identified:

- All positions impacted by project
- The type of position that will be impacted – represented/workforce/classified/unclassified
- Any required changes in skill by position/role associated with project
- Any changes to existing organization & reporting structures (new positions, eliminated position, etc.)
- Any changes required to performance evaluation/measurement structures (i.e., goal development processes, risk/reward strategies & metrics/tools)

HR Adjustment/Realignment Activities Completed:

- Redesigned jobs – incorporated skill changes & measures of effectiveness in the job description/definition process
- Adjusted organization structure to reflect new reporting relationships, new jobs, etc.
- Made appropriate changes to position/organization metrics, evaluation tools & reward strategies
- Recalibrated impacted jobs/positions with market compensation adjustments, if warranted
- Made appropriate changes to the career/job development paths to reflect job/position changes
- Adjusted training curriculums to reflect new skill requirements & ongoing development needs of people impacted
- Adjusted recruiting processes for positions/roles
- Performed organization impact assessment to determine gaps in people/positions for new job/organization structure

Workforce Transition Activities Completed:

- Developed workforce/transition plans by position, department & function to reflect changes in personnel/positions
- Developed, circulated and communicated transition plans to all appropriate people (i.e., workforce, site management, project leadership, etc.)
- Developed communication strategies regarding job/HR impacts that are ready for implementation