

Department of Commerce Workforce Profile Workbook | Quick Guide

Beginner-friendly workbook for organizing current workforce information and comparing projected supply with future demand. All example data are fictional.

Workbook page	Purpose	How to use it	Example
1. Quick Guide	Explains the workbook and the basic planning process.	Read this page first. Replace fictional examples with validated, authorized information. Keep assumptions and data limitations visible.	Use the profile and gap analysis tabs in order.
2. Current Workforce Profile	Records a snapshot of current workforce capacity and selected workforce characteristics.	Enter one row per occupation/function/grade combination or another consistent unit. Use the same Occupation / Function Key in the gap analysis. Enter numbers only in input columns; formula columns calculate automatically.	Example: HR Specialist / GS-13 / 8 onboard staff / 2 vacancies.
3. Supply Demand Gap Analysis	Projects future workforce supply, estimates future demand, and identifies potential gaps.	Enter one row per occupation or function. Current headcount links from the profile by matching Occupation / Function Key. Enter expected losses, planned hires, and projected demand change.	Example: projected supply 10; projected demand 12; gap -2 = potential shortage of 2.

Recommended workflow

1. Confirm the planning scope, period, and data owners with leadership.
2. Update the Current Workforce Profile using reliable workforce data and consistent definitions.
3. In Supply Demand Gap Analysis, list the same occupation/function keys and enter planning assumptions.
4. Review shortages, surpluses, and data limitations with functional leaders; validate projections before making decisions.
5. Assign an owner, next step, and review date for each priority gap. Revisit assumptions regularly.

Key definitions

Onboard headcount	Number of employees currently in place for the row's defined group.
Vacancies	Authorized positions minus onboard headcount, never less than zero. Validate the source and counting rules.
Projected supply	Current headcount minus expected losses plus planned hires during the planning period.
Projected demand	Estimated workforce needed at the end of the planning period: current headcount plus the entered demand change.
Gap	Projected supply minus projected demand. Negative = potential shortage; positive = potential surplus; zero = balanced.
Gap	Gap divided by projected demand. Blank when projected demand is zero.

Important notes

- All prefilled names, counts, assumptions, dates, and targets are fictional examples, not actual DOC data or approved commitments.
- Use aggregate workforce information where possible. Do not enter employee names, Social Security numbers, medical information, or unnecessary personally identifiable information.
- Formula cells are shaded light blue and should not be overwritten. Yellow cells are intended for user entry. Expand formulas if you add rows beyond the prebuilt template.
- Use consistent labels for Occupation / Function Key across both data tabs; spelling differences will prevent the gap analysis from matching the profile.

Purpose: compare expected workforce supply with projected demand. Enter assumptions in yellow cells; blue cells calculate automatically. Negative gap = potential shortage.

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