

RECRUITMENT AND RETENTION PROBLEMS FOR INFORMATION TECHNOLOGY WORKERS (FORM A)

Instructions: Identify the IT skill categories where significant recruitment or retention problems are occurring by assigning a rank from 1 to 5, with 1 representing most severe and 5 representing least severe. In ranking, rely on the consensus judgment of agency managers, taking into account any available staffing data. Provide separate rankings for recruitment problems and for retention problems, by three employee categories: (1) employees in entry/developmental grades; (2) employees at a full performance level; and (3) employees at supervisory/managerial levels. In addition to the specialties listed on the form, you may add additional critical skill categories for ranking in the "Other Categories" section of the form if you believe these categories may require special treatment. These additional skill categories may be training certification categories (e.g., Microsoft systems engineer certification) or more specific sub-specialties within the listed specialties. (In the case of such sub-specialties, please identify the listed specialty with which it is associated.)

Agency Name

Name of Agency Representative Phone #

Signature

Date

Occupational Series: _____		Rankings of Recruitment Problems			Rankings of Retention Problems		
Skill Categories <i>Specialty Titles for Computer Specialist</i>	No. of Employees	Entry/ Developmental	Full Performance Level	Supervisory/ Managerial	Entry/ Developmental	Full Performance Level	Supervisory/ Managerial
1. Communications and Network Support							
2. Customer Support							
3. Data Management							
4. Information Systems Security							
5. Policy, Planning, and Management							
6. Software Engineering, Applications							
7. Software Engineering, Systems Software							
8. Systems Administration							
9. Systems Analysis							
10. Web Development							
11. General							

