

UKG Pro WFM Sustainability Checklist

Are you truly winning with your workforce strategy?

Use this checklist to assess whether you are actively managing and sustaining your workforce performance – or reacting to issues as they arise.

Check the statements that apply to your organisation.

- We have made a clear decision to improve how we manage and sustain our workforce
- We understand our capacity and have realistic routines in place to review workforce data
- We consistently track leading indicators like overtime trends, staffing gaps, workload pressure
- We monitor outcome indicators like turnover, absenteeism, employee satisfaction)
- We have a clear way of sharing workforce data with managers and leadership
- Workforce performance is reviewed regularly and used to guide decisions

Sustainability starts with turning workforce data into consistent actions and decisions.

5–6 boxes checked – Strong sustainability foundation

You are likely managing your workforce proactively, with clear visibility into performance and the ability to sustain improvements over time.

What this usually means:

- Workforce decisions are guided by data, not assumptions
- Leaders have visibility into both risks and outcomes
- Performance is reviewed consistently, not ad hoc
- Workforce improvements are sustained over time

Recommended next step:

Refine your scorecard and use it to drive consistent, data-led decisions.

Still unsure?

A second set of expert eyes can validate what's working well.

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3–4 boxes checked – Building towards sustainability

You are on the right path, but your approach to workforce management may still be inconsistent or reactive in some areas.

What this often indicates:

- Workforce data is available but not consistently used
- Limited focus on leading indicators (early warning signals)
- Inconsistent routines or ownership across teams
- Improvements are made, but not always sustained

Risk if left unaddressed:
Progress may stall, and workforce challenges can reappear over time.

This is the ideal moment for a targeted “look under the hood.”

0–2 boxes checked – Reactive workforce management

Your organisation may still be responding to workforce issues after they occur, rather than preventing them.

What we often see in this situation:

- Decisions driven by immediate staffing pressures
- Limited visibility into workforce trends and risks
- No structured routines for reviewing performance
- Challenges with turnover, absenteeism, or workload balance

Recommended next step:
Start small – define a few key metrics and build simple routines to review and act on them.

Sustainability is not about doing more – it’s about doing the right things consistently.

And don’t forget: Celebrate your wins – progress builds momentum.

Request a Look Under the Hood

No cost · No commitment · Healthcare-focused

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