BALANCING SUPPLY AND DEMAND

Many organisations have difficulty in turning plans into reality. This can be achieved by using the balancing supply and demand grid. This enables you to plan your recruitment strategically, with a well-coordinated campaign, rather than being driven by the next vacancy. It also avoids redundancy costs and poor staff morale, by freezing recruitment earlier and showing where there might be scope to retrain and redeploy staff into areas of growth.

Table 1: Balancing supply and demand grid

		A	B	C	D	E	F	G	H	I	J
Post	**Grade**	**Staff-in-post**	**Vacancies**	**Current Establishment**	**Traffic Light***	**Voluntary attrition last year**	**Forthcoming retirements**	**Forecast Turnover**	**Staff-in-post without replacement**	**Demand**	**Total to recruit**
Geneticist Phd	9	4	1	5		2	0	2	2	9	7
Microbiologist Phd	9	8	1	9		2	1	3	5	10	5
Process Development Chemist	7	15	0	15		1	3	4	11	13	2
Analytical Development Chemist	7	20	0	20		2	0	2	18	18	0
Materials Scientist	7	10	0	10		1	0	1	9	7	-2
Process Analyst/Technologist	7	12	1	13		2	1	3	9	9	0
Chemical Engineer	7	15	0	15		1	3	4	11	13	2
Mechanical Engineer	7	20	0	20		2	4	6	14	12	-2
Bioengineer	7	10	1	11		3	1	4	6	11	5
Total		**114**	**4**	**118**	**0**	**16**	**13**	**29**	**85**	**102**	**17**

Table 1 shows you how many staff you need to recruit over the next year. It does this through the following calculations:

Total without replacement **(H) =** Staff-in-post **(A) -** Forecast turnover **(G)**
Total to recruit (J) = Demand **(I)** - Total without replacement **(H)**

Column (D) is a traffic light to show how difficult staff are to recruit.

The position of Phd Geneticist is very problematic, hence the a red traffic light, as the organisation wants to almost double their number yet, they have the highest vacancy and voluntary attrition rates. This shows where you have to use the most creativity to recruit and retain staff in international demand. Another problem is that there is likely to be a surplus of Materials Scientists, even if recruitment is frozen.

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