



Marina & Dealership Staffing Needs Planner

Use this worksheet to map your current team, identify upcoming changes, and plan future hiring needs. Proactive hiring starts with visibility. Knowing who you have, who you'll need, and when to start the process.

1. Current Team Snapshot

List current team members, positions, tenure and performance notes (could include certifications).

Name	Position	Start Date	Performance/Certifications

2. Upcoming Challenges

Includes, retirement, promotions, role changes, and turnover.

Name/Department	Position	Expected Date	Anticipated Change

3. Forecasted Needs

Identify positions you'll need based on seasonal demand, expansion plans, or role changes.

Position Needed	Reason for Hire	Ideal Hire Date	Recruiting Channels

4. Proactive vs. Reactive Hiring Self-Check

Evaluate where your dealership stands today. Check all that apply.

- ☐ We review team structure and turnover quarterly.
- ☐ We begin recruiting before busy season.
- ☐ We maintain a list of potential candidates or interns.
- ☐ We use exit interviews to identify recurring hiring gaps.
- ☐ We wait until someone leaves to start hiring.
- ☐ We frequently rush onboarding or training due to staffing shortages.
- ☐ We plan hiring based on growth, not just vacancies.