

Personnel Survey Template

WHA Information Center

NOTE: Refer to the detailed instructions contained in the [Personnel Survey Manual](#).

This is a blank template to use to share the basic questions of the survey with other people in the organization in preparation for gathering all the necessary information to complete the online survey.

All survey data must be entered and submitted through the online [secured portal](#). Each staff member completing a portion of the survey must have their own username and password. [Click here for more information on roles and registration](#).

This information can also be printed from the survey portal.

*Disclaimer-the personnel survey manual and the online portal contains the most accurate up-to-date information.

This template does not reference a specific year as all data is submitted through the online portal for the current year. Abbreviations Previous Fiscal Year denoted with PFY and Current Fiscal Year denoted with CFY.

Enter all requested data for the **WEEK THAT INCLUDES SEPTEMBER 30** (Data should reflect the week of September 30 only; not a two-week pay period).

Employee Categories	Consultant and/or Contracted Staff (No. of Persons)	Number of Positions Vacant & Actively being Recruited			Number of Employees age 55 and Over	*Number of Employee Separations
		Full-Time Persons	Part-Time Persons Hours			
1 Registered Nurses <i>(report only those nurses who provide patient care)</i>						
2 Licensed Practical Nurses						
3 Nursing Assistants						
4 Pharmacists						
5 Pharmacy Technician/Aides						
6 Medical & Clinical Laboratory Technologists						
7 Medical & Clinical Laboratory Technicians						
8 Medical Coding Technicians						

9	Other Health Information Management Technicians						
10	Radiology Technologists						
11	Surgical Technologists & Technicians						
12	Respiratory Therapists						
13	Physical Therapists						
14	Occupational Therapists						
15	Dieticians and Nutritionists						
16	Certified Registered Nurse Anesthetist						
17	Physician Assistant						
18	Nurse Midwives						
19	Clinical Nurse Specialists						
20	Nurse Practitioners						
21	Medical Assistants						
22	Sonographers						