



May 8, 2009

RE: **Staffing and Workforce Planning (SWP) Standards Taskforce Formation**

Dear Potential Taskforce Member:

The Society for Human Resource Management ("SHRM"), as an American National Standards Institute ("ANSI") designated Standards Developing Organization, is sponsoring the development of three American National Standards. These three standards projects will be Cost per Hire, Job Description, and the Basic Elements of Workforce Planning. They will be created concurrently within the Staffing and Workforce Planning Taskforce. You have been identified as someone who may be interested in participating on this Taskforce. A recent press release announcing the establishment of this Taskforce is available at the following link: [Staffing Standards Development Taskforce Formed](#).

The intent of the Cost per Hire Standard is to create an approach for organizations to determine accurate and comparable costs of recruitment through a standard that calculates the recruiting costs. The intent of the Job Description Standard is to design a template that allows stakeholders to describe and communicate agreed upon common elements of every job such as roles, responsibilities, supervision and authority as well as underlying knowledge, skills and experiences required. Finally, the intent of Workforce Planning Standard is to develop a minimum set of data analyses required to project future hiring needs.

The Taskforce will consist of two categories of membership: voting member and observer member.

- **Voting members**: Voting members will be required to attend Taskforce meetings (held by virtual meeting or by teleconference), provide input and content for the Standards, and ultimately will have the authority to issue final approval for the Standards.

Please note that there may be only one voting member and one alternate voting member from a particular organization. If multiple responses are received from a single organization, those individuals will be notified, and they will be asked to name only one voting member and one alternate voting member to represent that organization.

SHRM will select from the response group a voting group membership to meet required ANSI "balance" requirements, ensuring that "no single interest category constitutes more than one-third of the membership."

- **Observer members**: Observers will be advised of the Taskforce's activities, and may attend meetings and submit comments for consideration, but will not vote.

Taskforce members will be asked to select one of the following "interest categories":

- **Developers** (An entity that consults to and/or researches topics for human resource professionals. Examples may include academics, attorneys, and consultants.);
- **Practitioners** (An entity that directly provides human resource services to an organization. Examples may include consultants, human resource professionals, office managers, staffing agencies, professional employer organizations, and employee supervisors.);

- **Customers** (An entity that receives or directly uses human resource services. Examples may include employees of private and public companies, governmental organizations, and collective bargaining units.); or,
- **General Interest** (An entity that cannot be classified as a Developer, Practitioner, or Customer.).

Please reply by June 5, 2009 to HRSTDS@SHRM.ORG using the “SWP Invitation Response Form,” at the bottom of this letter identifying whether you wish to be considered for voting or observer member status. It is important to emphasize that voting membership requires timely responses to letter or electronic ballots (voting) and attendance at meetings (mostly held as virtual meetings or by teleconferences). Please note that consensus body and taskforce size (including working groups) will be taken into consideration when developing a final membership roster.

Once the Taskforce is formed, confirmation emails will be sent to Taskforce members and notification of meetings and other details will follow soon.

Sincerely yours,



Lee Webster
Director, HR Standards
Society for Human Resource Management

cc: Deb Cohen, Chief, Knowledge Division, SHRM



SWP Taskforce Invitation Response Form

INSTRUCTIONS:

Please provide the information requested below and save as a PDF. You will be able to fill-in and save this document if you have only Adobe Acrobat Reader 9 and above. If you need the latest version of Adobe Acrobat Reader, please follow this link: [Adobe Reader 9.x](#).

Email this PDF (the entire letter is fine) to Lee Webster at the email address HRSTDS@SHRM.ORG. In the SUBJECT heading of the email please type "SWP Invitation Response (YOUR NAME)". This will make it easier for me to record who has responded to this invitation. If you have any questions, feel free to contact me at the email address above or by phone at (703) 535-6047.

FILL-IN SECTION:

First Name: _____ Last Name: _____

Salutation: _____ Position/Title: _____

Company: _____ (Use "Self" if not currently employed)

(Please provide information you would like us to use when contacting your for standards development duties.)

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Work: _____ ext.: _____ Mobile: _____ Fax: _____

Voting Status:
(Select one)

Interest Category:
(Select one)

	Cost per Hire	Job Description	Workforce Plan
I would like to join the workgroup that writes the draft standard for: [You may choose up to two (2) workgroups.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I might be interest in leading the workgroup for*: [Choose from only one (1) workgroup you selected above.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a member of SHRM. [Membership in SHRM is not a requirement for participation in a taskforce.]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

*Only Voting Representatives may lead standards taskforces.

REMEMBER TO RESPOND BY EMAIL NO LATER THAN June 5, 2009

THANK YOU!

