[Company Name] HR Staffing Plan

**Department:** Human Resources

**Reporting to:** Chief HR Officer

**Objective:** The objective of this HR staffing plan is to ensure that the HR department is adequately staffed to support the organization's business objectives, and to provide a framework for identifying and addressing staffing needs.

**Current Staffing:** [List the current staff members in the HR department, their roles, and their responsibilities.]

**Roles and Responsibilities:** [Outline the roles and responsibilities of each HR staff member. Be specific about their duties and the skills required to perform them.]

**Recruitment Strategy:** [Outline the organization's recruitment strategy for HR staff. Include information on where and how the organization will source candidates, the selection criteria used to evaluate candidates, and the timeline for recruitment.]

**Training and Development:** [Outline the organization's training and development strategy for HR staff. Include information on the types of training and development opportunities available, how they will be provided, and how their effectiveness will be measured.]

**Succession Planning:** [Outline the organization's succession planning strategy for HR staff. Include information on how key positions will be identified, how potential successors will be evaluated and developed, and how succession plans will be reviewed and updated.]

**Budget and Resource Allocation:** [Outline the budget and resource allocation for the HR department. Include information on the budget for salaries, benefits, training and development, recruitment, and any other relevant expenses.]

**Evaluation and Continuous Improvement:** [Outline how the HR staffing plan will be evaluated and how it will be continuously improved. Include information on the metrics that will be used to evaluate the plan, who will be responsible for monitoring and reporting on progress, and how feedback will be collected and used to improve the plan.]