Implementation Guide: Workforce Planning

What is Workforce Planning (WFP)?

Deel's Workforce Planning module helps you forecast headcount, structure hiring plans, and manage requisitions—giving teams a clearer view of where and when to grow.

Internal Readiness Checklist

Before onboarding begins, ensure your team has:

- ☐ Defined your job architecture
- ☐ Defined your upcoming headcount plan or forecast window
- ☐ Outlined cost center or department structures
- ☐ Identified role owners and approval logic
- ☐ Gathered average salary assumptions or budgets
- ☐ Confirmed if WFP will sync with ATS (if applicable)
- ☐ Created a plan to track approvals and share status updates
- ☐ Complete the document collection checklist and be prepared to upload to Deel's secure file vault:
    - ☐ Headcount planning inputs (upcoming roles in next 30 days, departments, justification format)
    - ☐ Org chart (for approval routing and segmentation)
    - ☐ Approval matrix or logic (who approves what, by department/level/region)
    - ☐ Sample job request form or intake fields (if custom)
    - ☐ ATS integration details (if applicable)

What Does "Onboarding Complete" Mean for WFP?

- One headcount plan or requisition is live in the platform
- Job architecture defined
- Org structure and salary assumptions are configured
- Approvers and roles are assigned and trained
- ATS (if used) is integrated or scheduled to sync
- Internal teams are aligned on request and approval flow

Resource Hub

Where to find support and tools:

- [Deel Academy](#)
- [Help Center](#)
    - [Organization and Group Management](#)
    - [People Management](#)
    - [Workforce Planning](#)

WFP Onboarding Checklist

Set up the following:

- ☐ Approval policies set up
- ☐ Roles and permissions set up
- ☐ One headcount plan or requisition is live in the platform
- ☐ Job architecture defined
- ☐ Org structure and salary assumptions are configured
- ☐ ATS (if used) is integrated or scheduled to sync