

## Sample Questions for Determining If An Open Role Should Be Backfilled

Theme/Topic	Questions	Why It Matters	Sample Guidance
Role Purpose & Alignment	Are the critical outcomes of this role still essential for business goals?	Reevaluates the necessity of the role.	<b>If Yes:</b> Backfill <b>If No:</b> May eliminate role or redesign
Current Business Context	Has there been any change in current business context since the role was created?	Ensures role matches today’s business priorities.	<b>If Yes:</b> Redesign or re-scope role <b>If No:</b> Consider backfill
Workload Redistribution	Can the work be absorbed, redistributed, or automated by the existing team or internal resources?	Reveals team efficiency and opportunity for process improvement.	<b>If Yes:</b> Backfill may not be needed <b>If No:</b> Consider rehiring
Resourcing Options	Is there a short-term, project, contract, or flexible staffing solution available?	Encourages evaluating interim or alternative approaches.	<b>If Yes:</b> Delay backfill to explore options <b>If No:</b> Backfill may be needed
Value & ROI	Is there a meaningful ROI of backfilling the role compared to not backfilling?	Measures impact and value gained by rehiring.	<b>If Yes:</b> Backfill <b>If No:</b> Rethink need
Future Relevance	Is this role likely to remain needed in two years?	Adds a future-oriented planning perspective.	<b>If Yes:</b> Backfill likely warranted <b>If No:</b> Consider other options
Alternative View	Can you present a compelling argument against backfilling—what reasons would you give?	Promotes objective and critical thinking.	<b>If Yes:</b> Consider other options <b>If No:</b> Backfill likely needed
Technology & Change Impact	Would technology (AI, process redesign) significantly change how this work is done?	Assesses risk of role obsolescence.	<b>If Yes:</b> Redesign before considering rehire <b>If No:</b> Consider backfill