

SUCCESSION PLANNING

IT'S NOT JUST FOR RETIREMENT

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WHAT IS SUCCESSION PLANNING?

- Identifying relevant positions
- Creating a talent pipeline
- Developing individual's skill sets
- Widening knowledge base

WHEN WILL A SUCCESSION PLAN BE NEEDED?

WHY PLAN FOR SUCCESSION?

Benefits:

- Ensure business continuity
- Fill vacated positions from within
- Simplify knowledge transfer

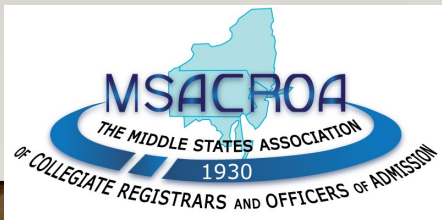
Risks:

- Loss of critical knowledge, perhaps indefinitely
- Interruption of client services
- Selection of unprepared successor

DATA ANALYTICS



- Age and tenure of existing employees
- Turnover of entry level employees
- Performance evaluation scores
- Institutional hiring process and timing



STEP I – IDENTIFY ROLES AND RESPONSIBILITIES

- Incumbent employees
- Potential successors
- Stakeholders
- Manager

STEP 2 – POSITIONS

- Vulnerable to vacancy
- Critical to mission

	Vulnerability: No successor position identified for this position			
		Low Vulnerability	Moderate Vulnerability	High Vulnerability
Criticality: Impact of the position on the mission	High Criticality	Moderate Risk	High Risk	High Risk
	Moderate Criticality	Low Risk	Moderate Risk	High Risk
	Low Criticality	Low Risk	Low Risk	Moderate Risk

STEP 3 – IDENTIFY EXISTING TALENT

- What are skill/task overlaps?
- Who is prepared for additional responsibility?
- Who has shown interest in career growth?

STEP 4 – SOCIALIZE PLAN

- Be transparent with staff
- Cross train before need emerges
- Provide continual feedback
- Enable shadowing where possible

STEP 5 – RINSE/REPEAT

- Commit time to evaluate team
- Review data regularly
- Stay informed (what's happening at your school/with your team)
- Stay engaged (wider net of professionals, who can poach? 😊, who do you know is looking to move?)

SOURCES:

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- www.kornferry.com
 - www.hr.nih.gov

THANK YOU!



PLEASE COMPLETE YOUR SESSION EVALUATION IN THE WHOVA APP!

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