



## Governor's Expectation

Agencies are required to have an agency succession plan in place. DAS provides a succession planning toolkit to facilitate this process which can be found online at: <https://www.oregon.gov/das/HR/Pages/success-plan.aspx>. Agencies without a current plan must complete a plan by December 31, 2023. Plans should be submitted to the DAS Chief Human Resources Office. DAS will provide an annual compliance report to the Governor's office.

## Succession Planning Criteria

All agencies are required to submit to DAS – CHRO ([chro.hr@das.oregon.gov](mailto:chro.hr@das.oregon.gov)) their agency succession plan by December 31, 2023.

Complete succession plans will include these four elements:

1	<b>ASSESSMENT</b> Assessment of the agency's or team's mission and vision for the current and future workforce
2	<b>IDENTIFICATION</b> Identification of critical and highly critical positions and competencies of the position
3	<b>DEVELOP</b> Create employee development plans for competency development of critical and highly critical positions
4	<b>EVALUATION</b> Evaluation of future planning to adjust competencies, employee goals, and recruitment strategies, if necessary