**1 = Not complete 2 = Discussed 3 = In progress 4 = Nearly complete 5 = Complete**

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| 1. The agency’s strategic plan maps out continuity for critical position vacancies. |  |
| 1. When budget planning, the agency discusses recruitment outreach, resource sharing, position management and onboarding costs. |  |
| 1. The agency takes into consideration the core competencies necessary for both inside and outside candidates to be successful in a position and assesses the candidate’s future potential. |  |
| 1. The agency has an outreach strategy for critical positions that are difficult to recruit and successfully fill. |  |
| 1. The agency’s onboarding program includes new employee orientation, assigning a mentor, development plans and performance management expectations. |  |
| 1. The agency training plan covers areas such as onboarding new employees, mentoring, leadership development and employee engagement. |  |
| 1. The agency did a skills gap analysis for critical positions in the past two years. |  |
| 1. Supervisors are held accountable for completing performance evaluations and independent career development plans. |  |
| 1. Employees have access to tools to share resources and knowledge. |  |
| 1. The agency regularly reviews exit surveys. |  |
| **TOTAL** |  |

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| --- | --- |
| **A score of 50 to 45** | Agency is doing a great job with succession planning. |
| **A score of 44 to 38** | Agency can determine focus by low scoring areas. |
| **A score of 37 to 31** | Agency may be risking continuity of business. |
| **30 points or less** | Agency may be at serious risk of impacting critical areas of the agency. |