



## SUCCESSION PLANNING CHECKLIST



Below is an outline for ensuring the succession planning process is on track. These are just suggestions and may not be an all-inclusive list based on an agency's mission and vision. Please feel free to contact the DAS Succession Planning team if the agency needs additional information or help starting the process.

### STEP ONE - ASSESS

- Executive leadership (EL) meet to assign succession planning champion/committee (SP C/C), include DAS SP team for consultation
- EL meet with SP C/C to discuss strategic plan, review DAS CHRO's SP [guide](#) and complete mind [map](#)
- Agency to engage with Labor (if applicable) to notify of agency's intent to begin SP
- EL and SP C/C review tools available and plan implementation either using sample [tools](#) or agency created tools
- EL and SP C/C draft communication template (templates on CHRO's SP [website](#))
- Communicate to supporting leadership team members SP intent and notify SP C/C
- SP C/C reach out to supporting leadership teams and start scheduling meetings to discuss SP
- Assign point persons for agency [assessment](#) – both current and future workforce needs balanced against strategic plan
- Compile information on assessment
- Meet with EL to discuss assessment
- EL to review assessment and discuss with CFO to align budget needs based on any possible workforce needs
- Review [position management basics](#) with supervisory staff - HR or Budget to offer position management training or call DAS CHRO for consult, if necessary
- Communicate to workforce result of workforce assessment and next steps

### Step 2 – Identify

- Assign point person(s) for [identifying](#) highly critical, critical and non-critical positions and mapping [competencies](#) for highly critical and critical positions
- Discuss with supporting leadership the identified positions deemed critical and highly critical and make any adjustments
- Discuss with supporting leadership and position incumbents about competencies – if Workday is implemented at the time this step is addressed, encourage employees to enter in the employee's personal competencies into the employee profile
- EL to review competency mapping outcome
- EL to review assessment of highly critical and critical positions and make any adjustments
- HR to review highly critical and critical positions and competencies for any classification changes necessary
- Review and follow any policy(ies) or collective bargaining agreement(s) related to possible classification changes
- EL to review proposed classification changes and discuss with CFO to align budget needs based on any possible budget/funding impacts – NOTE: keep in mind any span of control impacts
- EL to make final decisions on highly critical and critical positions
- Communicate to workforce of result of critical position and competency review and next steps



## SUCCESSION PLANNING CHECKLIST

### Step 3 – Develop

- EL to discuss with SP C/C a plan to implement development of employees and recruitment strategies
- SP C/C to meet with HR/recruiters to discuss recruitment strategies
- EL to discuss with CFO any budget impacts for additional training, recruitment costs, WOC and/or job rotation costs
- SP C/C review New Employee Orientation with training team/HR and, if necessary, revamp or create
- SP C/C review onboarding process with HR and, if necessary, revamp or create
- [Entrance surveys](#) scheduled to send within 30 days of hire with schedule to review data
- SP C/C to schedule quarterly review of data from entrance surveys and map trends and ensure factors are being leveraged in recruitments – provide report to EL
- EL send out expectations to all supervisory staff to begin scheduling one-on-one meetings (tips available on the CHRO's SP [website](#)) with team members to encourage the employee development process
- EL to implement individual development plans for employees
- SP C/C to schedule quarterly review to ensure one-on-ones meetings are occurring – provide report to EL
- EL to discuss employee development and promotional strategies, e.g., internship/mentorship programs, job shadowing, budget training, etc.
- EL discuss with agency managers and SP C/C employee development and promotional strategies
- EL provide opportunity for agency workforce staff to provide feedback into development, engagement and promotional suggestions
- EL to make final decision on development, engagement and promotional strategies
- SP C/C to schedule delivery of [employee engagement survey](#) and decide how often to send
- SP C/C to create schedule to review data from employee engagement survey and map trends to leverage data – provide report to EL
- EL to discuss process to capture institutional knowledge either using DAS CHRO's [tool](#) or develop own tool(s) and process system for knowledge transfer of highly critical and critical positions
- EL to discuss delivery of [exit surveys](#)
- SP C/C to create schedule to review of data from exit survey and map trends to leverage data – provide report to EL
- Communicate to workforce implementation of and expectation for employee engagement, development, knowledge transfer and exits and next steps

### Step 4 - Evaluate

- EL and SP C/C to discuss SP evaluation process and scheduling of reviews
- EL to make final decision on evaluation review process and calendar events
- SP C/C to create review schedule for evaluation
- Evaluate process and provide report to EL