

Manage Succession Plan

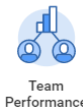
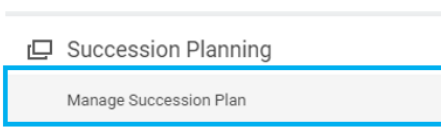
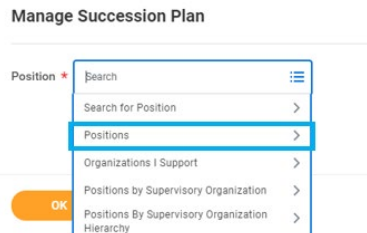
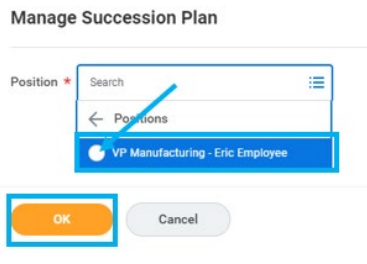

Overview

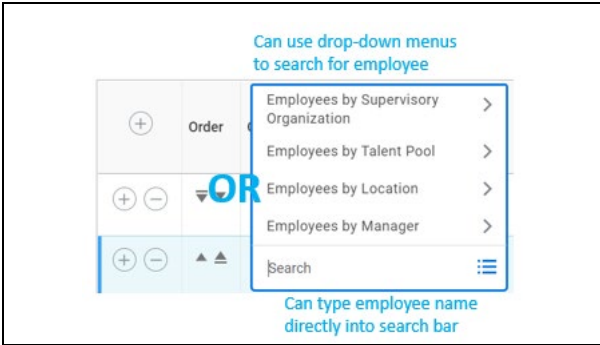
This job aid provides an overview of how to access existing succession plans to add, remove, or update candidates from the plans.

Who Does This: An employee with a Succession Plan in place can manage their own plan. People leaders can manage plans of direct and indirect reports in their management chain, and HRBPs can manage plans of employees in their location.

Things to Know:

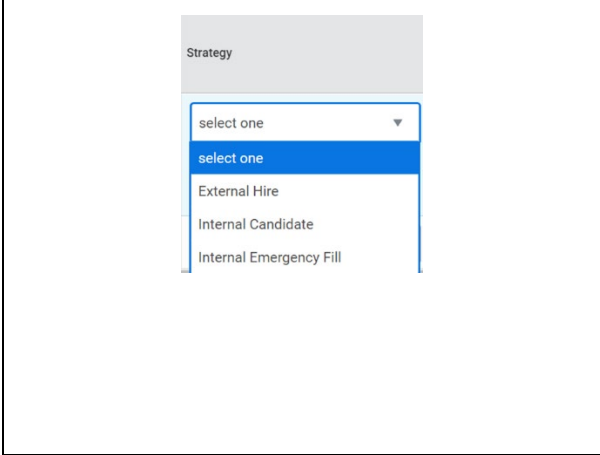
- Succession Plans must be initiated by Talent Management. If you believe a succession plan should be in place for a specific individual, please reach out to your HRBP or Talent Management.
- An employee cannot addcreate their own succession plan but can manage it by adding and removing candidates

 <p>Team Performance</p>	<p>Step 1 Choose the Team Performance worklet.</p>
	<p>Step 2 Find the Succession Menu on the right side of the dashboard and navigate to Manage Succession Plan</p>
	<p>Step 3 The pop-up box will display. Select Positions from the drop-down tool bar.</p>
	<p>Step 4 If an active succession plan has been created for your position, it will be displayed. Select the bubble next to the position. Click OK.</p>
	<p>Step 5 To add information to this plan, select + to add a row.</p>



Step 6
 Add an internal candidate to the plan by typing their name directly in the search bar. You can also search for a candidate by clicking on the drop-down menu and navigating to the employee you wish to add.

If there is not an internal candidate for this position, leave the “Candidate” field **blank**.

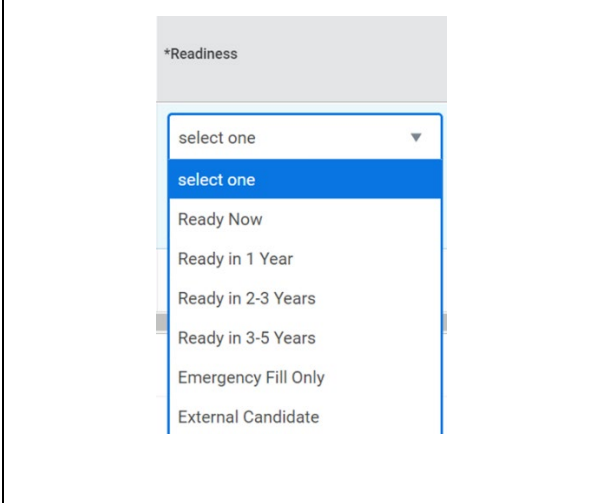


Step 7
 Select the appropriate succession strategy from the drop-down:

External Hire: use when no internal successors are identified for this position. NOTE: If you leave the Candidate field blank in Step 7, you should use this strategy.

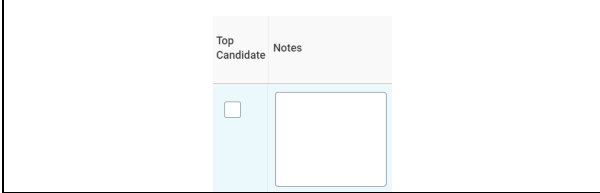
Internal Candidate: use for a current employee who is identified as a possible successor for this position

Internal Emergency Fill: use for a current employee who should only be considered to fill the position in a short-term emergency capacity

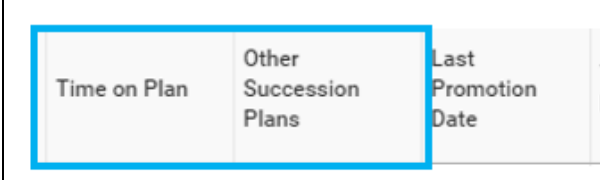


Step 8
 Based on the Succession Strategy you identified, select the readiness:

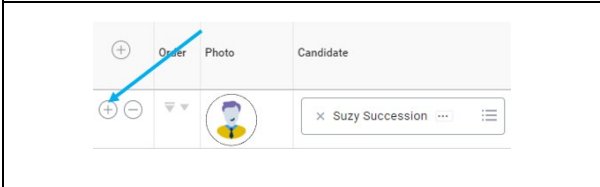
Succession Strategy	Readiness
External Hire	Use External Candidate
Internal Emergency Fill	Use Emergency Fill Only
Internal Candidate	Evaluate your assessed readiness level of the candidate to assume the responsibilities of this role: <ul style="list-style-type: none"> • Ready Now • Ready in 1 Year • Ready in 2-3 Years • Ready in 3-5 Years




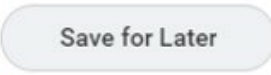
Step 9
 If there are multiple candidates for the position, check the box of the “top candidate.” Add any applicable notes for future reference.



Step 10
 The “Time on Plan” and “Other Succession Plans” will populate after the candidate is added. “Last Promotion Date” and “Talent Matrix Placement” will remain blank.



Step 11
 If you want to add additional candidates, click on the + to add another row and *repeat steps 6-10* to complete the fields for this candidate.

 	<p>Step 11 Once you have added all the candidates to the plan, click Submit.</p>
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FAQ's

What happens next? No approvals are needed. Candidates will remain on this succession plan until any changes are made.

Can I see other succession plans? Only the ELT and HR Directors can access all succession plans. A leader can view and modify the succession plans in his/her management chain.

What positions have succession plans? All people leader roles through tier 3 leaders have a succession plan. If you believe a plan should be created for an additional position, please reach out to Talent Management.