THE SUCCESSION PLANNING JOURNEY

Succession planning prepares employees to fill vacancies in their organization as others retire or move on. It reduces risks such as knowledge loss, and ensures the long-term health, growth and stability of the organization. Leverage the Succession Planning Step by Step Guide in the Workforce Planning Toolkit to create your plan today.

1. **Identify Critical and Vulnerable Positions**
   - What positions have no identifiable successor?
   - Of the positions with no successor, prioritize those that are most critical to the mission.

2. **Develop Eligibility Requirements**
   - Think about the performance expectations for this position. What selection criteria would be used to fill this position if it were vacant?
   - What knowledge, skills, abilities and competencies are needed in this position to achieve success?

3. **Identify A Talent Pipeline**
   - Identify positions that are well-suited to temporarily transition into the successor position while competitive hiring for a permanent replacement takes place.

4. **Nominate Successors from Qualified Positions**
   - Identify employees who are recognized as high performers, future leaders, and a good fit with organizational culture and values.

5. **Develop a Succession Plan**
   - Prepare successor positions with mentoring from the incumbent, knowledge transfer exercises, shadowing and training.
   - Leverage NIH leadership programs to develop successors.

6. **Evaluate**
   - Succession planning is not a one-time task should evolve with the organization.
   - Continually evaluate the succession plan and improve as needed.

Contact the Workforce Planning and Analytics Section for additional support

For Workforce Planning Support Contact: NIH-WORKFORCE-PLANNING@OD.NIH.GOV