Performance: Succession Planning

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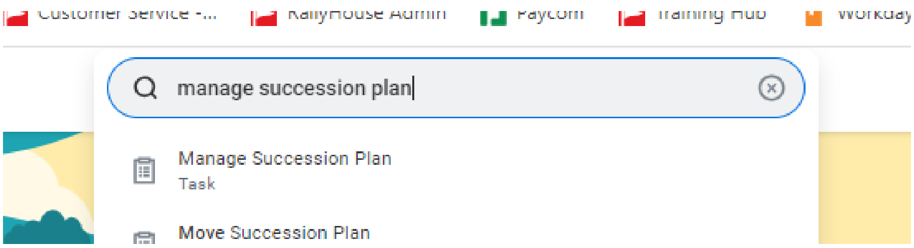
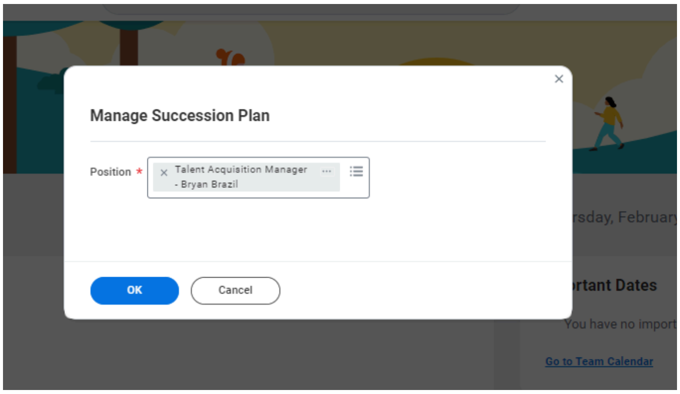
Succession Planning identifies and develops internal team members with potential to fill key positions within the organization. Effective succession planning and management builds a series of 'farm teams' up and down the entire pipeline of talent for possible progression.

1. Log into Workday, type **Manage Succession Plan** in the search box and select the task option.



2. In the Position box, search for and select the position you want to plan/assign someone to for succession and select **OK**. If you are not able to find the position you are looking for, email Employee Relations to open the position up for succession planning.



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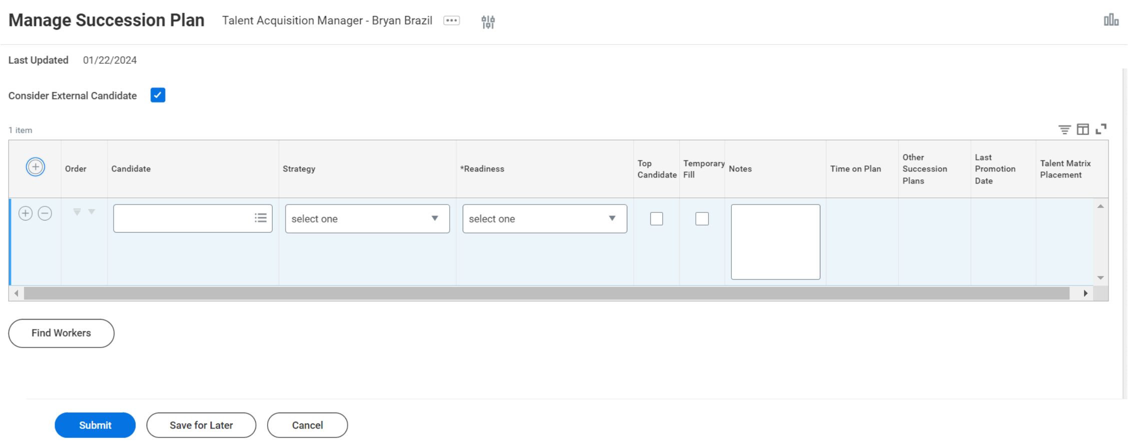
3. Select the **+** icon to add a row for the team member you want to add to the succession plan. You can remove the row by selecting the **-** icon. When adding team members, complete each of the fields in the row.
Once you are completed with updating the succession plan, choose **Submit** to save your work.



Strategy Option Definitions:

- Collapse Position: Current role will be dissolved altogether and succession role will be put in place
- External Candidate: For applicants that may be a good fit in the future
- Increase Span of Control: Development team member to increase their span of decision-making, increase flexibility in their work and empower the team member within current role
- Promotion: Develop into next role
- Reorganize: Develop for a department or organizational restructure
- Split Position: Also known as job sharing, where the full-time job is being split among two individuals

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View a summary of your direct reports succession plan by searching **My Teams Succession Plans**.

View your direct reports and subordinate groups succession plan by searching **Succession Planning Summary** report.

