

## **Succession Planning Best Practices**

### **Involve the entire agency.**

Human Resources is not the only area that should be involved in succession planning. The State realizes that a successful succession plan involves active participation and support from senior leaders who emphasizes the importance of succession planning. Additionally, Human Resources provides plan consultation, Managers invest time and a commitment to develop employees, and Employees who are in charge of shaping their career path within the State.

### **Use 9-box results to create potential successor pools of qualified candidates for critical positions.**

Use exempt employee input to narrow these pools as well as to tailor development opportunities so they become more qualified for the position they desire.

### **Communicate with everyone involved.**

This helps answer questions, provide updates, and seek feedback to promote a transparent and constantly improving process.

### **Keep the process simple.**

An easy to utilize process ensures that the focus remains on succession planning outcomes rather than the processes itself.