Succession Planning

Diagnostic for Identifying Improvement Opportunities - Sample Criteria

Instructions: Rate how well your organization implements each of the following aspects of succession planning using this scale:

Strong: Well-implemented; minimal improvement needed
Adequate: Satisfactorily implemented; some improvement possible
Needs Attention: Significant opportunity for improvement

Click box to apply assessment →

	Needs Attention	Adequate	Strong
Business Strategy Alignment Our succession planning process is aligned with the organization's long-term strategic goals and is regularly reviewed to adapt to changing business needs.	☐	☐	☐
Succession Scope We have clearly identified critical roles pivotal to the organization's success, using transparent and well-defined criteria.	☐	☐	☐
Successor Identification Potential successors are identified based on objective and consistent criteria, with evaluations considering both current performance and future potential.	☐	☐	☐
Successor Development Development plans for potential successors focus on the most critical activities needed to prepare them for targeted roles.	☐	☐	☐
Successor Readiness We effectively assess and track the readiness of successors for key positions, ensuring they are prepared when opportunities arise.	☐	☐	☐
Diversity and Inclusion in Succession Planning Our leadership pipeline includes a diverse pool of candidates, supported by deliberate efforts to mitigate bias in the selection process.	☐	☐	☐
Emergency Succession Plans We maintain up-to-date emergency succession plans for key leadership roles, and these plans are regularly reviewed for relevance.	☐	☐	☐
Governance and Accountability Roles and responsibilities for overseeing succession planning are clearly defined, and progress is regularly monitored and reported to senior leadership.	☐	☐	☐
Integration with Talent Processes Succession planning is integrated with other talent management processes, such as the talent review process, to ensure alignment in identifying, assessing, and developing key talent.	☐	☐	☐
Metrics and Measurement We use clear metrics to measure the effectiveness of our succession planning efforts, including successor readiness, diversity in the pipeline, and successful transitions.	☐	☐	☐