

Succession Planning Policy Template

1. Introduction

Succession planning is a critical process for ensuring the long-term success of our organization. It involves identifying and developing internal talent to fill key leadership positions when they become vacant. This policy outlines our approach to succession planning and the responsibilities of both HR and hiring managers in this process.

2. Objectives

- Identify potential successors for key roles within the organization.
- Develop a pool of qualified internal candidates for future leadership positions.
- Ensure a smooth transition when key employees leave their roles.

3. Process

- HR will work with hiring managers to identify key positions that require succession planning.
- HR will assess the skills and competencies needed for these positions and identify potential internal candidates.
- Hiring managers will work with HR to create development plans for potential successors, including training and mentoring opportunities.
- Regular reviews will be conducted to assess the progress of potential successors and make any necessary adjustments to the succession plan.

4. Responsibilities

- HR is responsible for overseeing the succession planning process and providing guidance to hiring managers.
- Hiring managers are responsible for identifying potential successors within their teams and supporting their development.
- Employees identified as potential successors are responsible for actively participating in their development plans and preparing for future leadership roles.

5. Monitoring and Evaluation

- HR will regularly monitor the progress of the succession planning process and make recommendations for improvements.
- Hiring managers will provide feedback on the performance and development of potential successors.
- The effectiveness of the succession planning process will be evaluated on an ongoing basis to ensure its alignment with the organization's goals and objectives.

6. Conclusion

Succession planning is a key component of our talent management strategy and is essential for the long-term success of our organization. By following this policy and working together, we can ensure a smooth transition of leadership roles and maintain a strong pipeline of internal talent.