

Questions to Ask Yourself as You Begin Succession Management

To aid you as you begin to think about succession management in your department, division, section or team, review the following questions:

1. How successful has my department or team been in developing employees in the skill areas of higher-level positions? What evidence do I have of this development?
2. Have my direct reports expressed an interest in competing for future higher level position openings? If not, why not? What can I do about this?
3. In the next five years, who in my department or section may be eligible to retire or might leave for reasons other than retirement?
4. What knowledge, skills, and abilities are my department or division in danger of losing? What is the importance of this knowledge? What can I do about this?
5. Does my department have unique circumstances such as no assistant director or no middle management positions? How can I still develop others for higher level positions given these challenges?
6. Are there potential viable candidates in positions *not* reporting directly to a higher level manager? What can I do to identify these employees and help them develop? How can I ensure fairness and equity for other employees at the same level who might *not* be viable candidates for upper management positions?