

## TALENT REVIEW AND SUCCESSION PLANNING PROCESS

**Purpose:** To support principles of Good Governance through a thorough review of management – both current and future potential. To capitalize on this opportunity by gaining perspective on other key individuals elsewhere in the organization. To use the information gathered to assure that individuals with high potential in the Company are provided with appropriate development opportunities and to gain insight into where the staffing and competency gaps exist in the organization so that recruitment efforts are appropriately targeted.

**Process:** All managers below the Leadership Team (evaluated separately) are reviewed at a two-day off site. This includes Sr. Directors, Executive Directors, Vice Presidents and Sr. Vice Presidents. The talent review forum gives the leadership team an opportunity to share observations and perspectives of multiple leaders at the Company, rather than basing talent decisions solely on an individual's manager's perspective or rating. Each manager is evaluated for strengths, development needs, emergency succession, long-term succession, organizational risk, the impact on the organization if someone resigns, and selected comments by the leadership team, if any. Each manager is then assigned a color-coded identifier to determine potential (See attached key). A form is completed for each manager (also attached).

Each leadership team member is given the opportunity to review the input and write-up for their team associates and make any comments deemed necessary.

## TALENT REVIEW YEAR

**Name:**

**Title:**

**Hire Date:**

**Effective Date in Current Position:**

**Potential: (use color coded evaluation key)**

**Strengths:**

**Development Needs:**






**Emergency Succession:**

**Long-Term Succession:**

**Organizational Risk:**

**Selected Comments:**

## **Evaluation Key**

-  **High Potential- multiple moves within approximately three years**
-  **Promotable - single move within approximately 1-2 years**
-  **Valued Contributor - develop in place and reevaluate in the future**
-  **Non Regrettable Turnover - no short/long term viability at Company**
-  **Too new - in current role 1 year or less**