

SUCCESSION PLANNING CHECKLIST

How ready are you? Add up the number of yeses to determine your risk

Our Organisation...

1. Has identified its business-critical roles
2. Has a pre-emptive plan to fill important roles
3. Plans for the sudden loss of key employees
4. Knows exactly who is ready to step into which role
5. Ensures the best people are shortlisted
6. Has a clear view on employee performance
7. Bases talent decisions on objective insights
8. Balances objective data with management feedback
9. Integrates employees' perspectives
10. Keeps its talent pipeline up to date
11. Creates career paths together with employees
12. Uses succession insights for employee development
13. Measures the effectiveness over time
14. Has leaders who champion succession planning
15. Sees a positive impact from succession



CALCULATE YOUR RISK

Count the number of ticks to determine your organisation's level of risk

0 – 3

Extremely high risk

The organisation is not equipped for sustainable performance and business continuity. Consider which talent management elements to put in place to start building your succession strategy.

4 – 7

High risk

The organisation is under-equipped for sustainable performance and business continuity. Determine where to focus first to close the gaps and build a more resilient succession process.

8 – 11

Moderate risk

The organisation is equipped for sustainable performance and business continuity. Assess and implement any remaining gaps to further improve your succession process.

12 – 15

Low risk

The organisation is well-equipped for sustainable performance and business continuity. Implement any relevant changes to optimise your succession process.

Chat to our team of experts for a free Succession health check and practical advice on how to get started.

[Book a meeting](#)