



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT**



RATIONALE FOR SUCCESSION PLANNING

1. Departments now have an endorsed method for creating and implementing development plans to ensure long-term engagement and retention of high-potential and high-performing employees.
2. Departments have an incentive to take a long-term view of their operations to ensure smooth transitions as long-tenured staff retire. Thoughtful succession plans protect the department from losing important historical experience and information, as well as encouraging employees to seek development opportunities for promotion.

CONSIDERATIONS FOR COMPLETING THIS DOCUMENT

1. Succession plans may be developed to serve multiple goals: an immediate fast-track appointment for an employee who may already be working out of class in for a hard-to-fill position (but who may not meet minimum qualifications), an opportunity for a candidate who otherwise might not meet minimum qualifications to be included in a traditional recruitment for a hard-to-fill position, and for long-term strategic talent development for known or predictable departures. Succession plans are not suitable for any role that has specific licensure requirements or serves in a sworn law-enforcement capacity.
2. If both the Succession Plan and candidate are approved, an immediate promotional appointment can take effect.
3. Succession Plans should take into consideration the ability and willingness of lower-level employees to learn the skills to be promoted into a higher position. In order for this consideration process to work well, departments are expected to complete Annual Performance Reviews and keep employee files updated so that department leadership has consistent information upon which to identify suitable candidates for succession plans.
4. Employing the Stay Interview approach will help leadership determine which employees have interest in taking on developmental plans in order to promote. Keep in mind some employees prefer to progress at the level and rate already outlined by the class specifications.
5. A development plan for an employee to be included in a Succession Plan should be easily justified by the person's background, current responsibilities, most recent Annual Performance Review, and the ability and willingness to take on the developmental tasks in addition to current duties.



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Succession Plan

Purpose: Identify roles critical to business, analyze risks associated with not filling the vacancy, and create plans to reduce those risks by investing in our current workforce.

Instructions: All spaces must be filled in for a complete Succession Plan. Submission of the signed, completed Plan must come from the Administrator's office. Please submit the completed form to successionplanning@admin.nv.gov for approval.

The Position

Position Title: _____

Position Control Number: _____

Why are you considering a succession plan for this title?

Provide justification and specific examples such as turnover rate, amount of time vacant, recruiting efforts to include number of recruitments with less than five qualified applicants, underfills, etc.

Potential Successor Name: _____

Current position title: _____

Tenure in current position: _____

Date of last Annual Performance Review: _____

Date Stay Interview conducted to determine interest in position: _____

Timeline to qualify for budgeted title (< 1 year; 1 to 2 years; 2 to 3 years; > 3 years):



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How has this person demonstrated that they are the best successor?

Please provide specific examples and attach the resume with your email submission.

Development Plan for Successor

Instructions: List the training (coursework, conferences, webinars), coaching, mentoring, shadowing, meetings, and other educational and experiential opportunities that the employee will undertake to bridge the gap between current qualifications and qualifications needed to complete the Succession Plan and be successful in the budgeted position. Also, list the time needed to complete each developmental resource.

Please reference the class specifications for this portion of the form.

https://hr.nv.gov/Resources/Class_Specifications/

Gaps Identified/Qualifications Missing from Position Class Specifications Reference	Developmental Resource Suggested to Meet Identified Gap	Start Date	End Date



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ASSURANCES

By signing below, the Administrator:

1. Certifies support of the Succession Plan.
2. Acknowledges the position must be approved both as hard-to-fill or promotional and the plan deemed suitably rigorous for a candidate to be immediately appointed.
3. Acknowledges the approval is contingent upon the Division or Department being in full compliance with Annual Performance Reviews for the Succession Plan employee. If not, the Division will be in full compliance by the following date: _____.
4. Acknowledges that the DHRM Administrator has final approval on a recommended Succession Plan, and even though there may be discussion and additional information requested to approve such a plan, there is no appeal process further than the DHRM Administrator.

Department		Division	
Date		Requestor	
Employee		Employee Signature	
Administrator		Administrator Signature	



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TO BE COMPLETED BY DHRM ONLY

This Succession Plan is approved for immediate appointment.

This Succession Plan does not meet the requirements. Reason:

This Succession Plan needs more information. Please provide:

DHRM Administrator: _____

Date: _____