

Succession

Process: Create a succession plan

Action done by: HR Talent Administrator, HR Admin, HR Partner

Visibility: HR Talent Administrator, HR Admin, HR Partner

Succession

Overview:

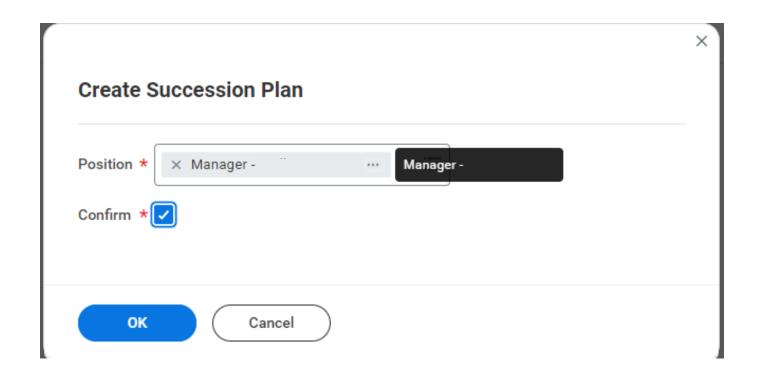
After gathering the relevant information from leadership via conversation, you as the talent administrator, are ready to input a succession plan into the system. Remember this is succession planning for a position, not a person.

Succession

Navigate to Tasks and Reports

😡 Search Results - Saved Categorie 🗙 🚯 EPO3948 TRI Replace UKG Softwork 🗙 🕇 🕂							
\leftarrow \rightarrow C a wd5-impl.workday.com/rhsc2/d/search.htmld?q=create+succession&state=searchCategory-all%3Adefault							
mplementation - rhsc2							
	Ŵ			Q create succession	\otimes		
🛛 Save	ed Categories	\sim	Tasks and Reports				
People		0	Create Succession Plan				
Task	s and Reports	0	Task				





Type in the name of the current incumbent – verify the position name







Type Employee Name and fill out the rest of the form
– select external candidate checkbox if needed. Also, external candidates can be pulled in from recruiting "prospects"

I	Manage Succession Plan Manager - Molly Manager 🚥 🏥											
(Consider External Candidate 🗹											
2	2 items											
	(+)	Order	Candidate	Strategy	*Readiness	Top Candidate	Temporary Fill	Notes	Time on Plan	Other Succession Plans	Last Promotion Date	
	$(+) \bigcirc$	₹ ₹	× Ethan Employee As Self	Promotion	Ready Now							•
	(+)	▲ ▲	\times Candidate Smith \cdots :=	External Candidate 🔹	1-2 Years 🔹							
(Find Work	kers										
	Sub	mit	Save for Later Cancel									
		6/5/2	2024		Succession						5	

Process: Run find succession plans report Role inputting into WD: HR Talent Administrator Visibility: HR Admin, HR Talent Admin, HR Partner

mentation - rhsc2				
			Q succession	\otimes
Saved Categori	es 🗸	Report Find Succession Plans Report		
		Mutternic Occession Disco		
ation - rhsc2		Q succession	\odot	
d Succession Plans				
d Succession Plans 🚥				
d Succession Plans	☐ 8 Results			

Implementation - rhsc2								
	Ŵ	Q succession	\otimes					
View Su	uccession Plan Employee As Self (Unfilled)							
Last Updated	d 09/14/2023							
Consider Ext	ternal Candidate							
Table View 8 items								
			Arthur Absence Partner Provider Services Specialist I RLHICA - Indianapolis					
Tenure								
Current Jo	ob History		Absence Partner					
Succes	sion							
Successio	on Strategy		Promotion					
Readiness	8		Ready Now					
Top Candi	idate		Yes					
Temporar	y Fill							
View Feed	dback							

Find Workers

Succession Plan History

