

Fast Track

Succession Planning

Step One: Assess Your Current Workforce

- Staff Vacancy/Surplus Inventory
- Hard to fill positions
- Skill/Competency Inventory
- Unique competencies
- Demographic Analysis
- Employment Trends
- Pivotal Staff Positions
- Key Leadership

Step Two: Identify Your Future Workforce Needs

- Projected skills need
- Projected competencies need
- Unique skill/competencies need
- Applicant pool projections
- Staff Development Need
- Attrition/Retirement Picture
- State and National Labor Trends

Step Three: Supply and Demand Gap Analysis

- Compare supply and demand
- Determine future gaps/surpluses in
 - Needed skills
 - Needed staff
 - Needed leadership
- Identify necessary project support
- Analyze workforce demographic change

Step Four: Develop Your Succession Strategy

- Recruiting Strategies
- Retention Strategies
- Work Environment
- Staff Development
- Performance Management

What are my data sources?

- NC Office of State Personnel
- NC DHHS Human Resources
- NC DHHS Strategic Plan
- NC DHHS Vision and Mission
- NC Department of Labor
- NC Department of Commerce
- NC Employment Security Commission
- NC Office of State Budget and Management (LINC)
- US Census Report
- State and Local News
- Government Performance Project (GPP)
- Ongoing evaluation of your succession strategy