**Summary of Manager’s Toolkit Items for Succession Planning:**

1. Commitment Confirmation Checklist – 1 Page
2. Key Position Identification Document w/ Suggested Guidelines – 3 Pages

* Suggested Guidelines
* Critical Position ID Worksheet
* Critical Position Assessment Worksheet

1. Position Competency Template w/ Suggested Guidelines – 5 Pages

* Suggested Guidelines
* Position Competency Profile Template 1 – Executive
* Position Competency Profile Template 1 – Sr. Leader
* Position Competency Profile Template 1 – Supv./Manager
* Position Competency Profile Template 1 – Key Contributor

1. Identification of Potential Successors Document w/ Suggested Guidelines – 4 Pages

* Suggested Guidelines
* SP Status Worksheet
* Succession Pool Candidate Profile
* Succession Pool Candidate Summary

1. Potential Successor Assessment – 3 Pages

* Potential Candidate Competency Assessment - Suggested Guidelines
* Potential Candidate Competency Assessment – Template
* Potential Candidate Pool Summary

1. Potential Successor Development Plan – 2 Pages

* Potential Candidate Development Plan – Suggested Guidelines (to associate with UT APR Form)
* Development Plan – Template

1. Periodic Review of Progress - tbd