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

3. 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

4. Identification of Potential Successors Document w/ Suggested Guidelines – 4 Pages
   - Suggested Guidelines
   - SP Status Worksheet
   - Succession Pool Candidate Profile
   - Succession Pool Candidate Summary

5. Potential Successor Assessment – 3 Pages
   - Potential Candidate Competency Assessment - Suggested Guidelines
   - Potential Candidate Competency Assessment – Template
   - Potential Candidate Pool Summary

6. Potential Successor Development Plan – 2 Pages
   - Potential Candidate Development Plan – Suggested Guidelines (to associate with UT APR Form)
   - Development Plan – Template

7. Periodic Review of Progress - tbd