

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