



Succession Planning: Rating Your Readiness

	YES	NO
1. Our team has a succession plan in place		
2. If a team leader is unable to serve, we have a person(s) identified to take over		
3. The team can succeed without the current team leader(s)		
4. If the team leader was to leave, the team would retain the institutional knowledge		
5. Our group knows the external people and groups to contact if the leader leaves		
6. We have job descriptions for all key leaders of our team		
7. Individuals have been mentored to step into positions on the SET team when they become open		
8. We select new team members based on how they can help achieve our long-term goals		
9. We are actively developing leadership from within our team so they can step in when vacancies occur		
TOTAL number of checkmarks recorded in each column		



What Succession Strategies Should We Use?

Internal

External

1.

2.

3.

4.

5.

6.