

Succession Planning Program

Your Ladder to Success

Steps For Employees



Step 1	Visit the Human Resources website www.miamidade.gov/hr/ and follow the link to Succession Planning, to review Succession Planning (SP) opportunities.
Step 2	Identify a job of interest and review its Position Evaluation description for more details. If you identify a position of interest, locate and print the Individual Assessment and Development Plan (IADP) form and complete Part 1 .
Step 3	In order to apply for a succession planning opportunity, visit the eJobs site at www.miamidade.gov/jobs . All Succession Planning opportunities will be preceded by an "SP" indicator.
Step 4	You may be requested to forward your IADP to the Departmental Personnel Representative (DPR) where the SP position resides; therefore, you should complete the IADP as soon as possible.
Step 5	You may be invited to a group orientation to be introduced to the department and the incumbent to learn more about the position.
Step 6	You are encouraged to meet with your supervisor to discuss career goals, assess your developmental needs, and jointly complete Part 2 of the IADP. Remember, potential successors must fulfill their current job responsibilities while implementing their individual development plans.
Step 7	You will receive an email notification when the position has been opened for recruitment. You must submit an online application at www.miamidade.gov/jobs if you wish to be considered.
Step 8	Should you at any time decide to withdraw from the Succession Planning program, please notify Human Resources by sending an email to: succession@miamidade.gov .

Note: For participation in the Succession Planning program, all requirements must be satisfied. Participation in the Succession Planning program does not guarantee a future position. However, your individual development will result in your becoming a strong competitor for numerous future job openings and in you being more effective in the job you have today.