

Succession Planning Program

Steps For Management Personnel and DPRs

Step 1	Identify Senior Leadership positions to be included in your departmental succession plan by reviewing the Succession Planning Workforce Report that HR will provide to you.
Step 2	From the Human Resources website www.miamidade.gov/hr , access the Succession Planning link to download and print the Position Evaluation Form.
Step 3	Have the incumbent or departmental designee complete the entire form and forward the completed form to HR Compensation Section for review and approval.
Step 4	HR Compensation will review the form and notify the DPR that the position is ready for posting.
Step 5	DPRs will contact the HR Recruitment Section to advertise the Succession Planning positions in eJobs .
Step 6	HR will simultaneously post the completed Position Evaluation forms on the Succession Planning website for potential successors' review.
Step 7	Interested candidates can search and apply for Succession Planning opportunities on eJobs. (Succession Planning positions are designated by an SP in front of the job title.) Applicants will complete the Individual Assessment and Development Plan (IADP) . Applicants will begin their self development efforts.
Step 8	The department has the option of requesting and reviewing IADPs of candidates of interest. The department may select a group of potential successors to work directly with the incumbent or designee or leave the program open-ended and work with a larger pool of possible successors. The department may communicate with applicants through eJobs.
Step 9	The respective departments may arrange for informal group meetings with applicants to allow both sides to meet and to learn more about the position and the department.
Step 10	When the position has been officially announced, the respective department will notify all applicants to the succession planning opportunity that the position is in recruitment status. Standard recruitment procedures will be followed.