

## SUCCESSION PLANNING

It is of primary importance that each organization have a plan of succession and one which evaluates all employees.

The basis for these activities fall squarely upon excellent and thorough job descriptions and a detailed plan of evaluating employees.

Job descriptions derived from a cooperation of the employee and the supervision

Several elements which comprise the job description include the following

1. Background needed to conduct activities of job
2. Physical attributes
3. Educational level
4. Previous experience
5. Activity demands of position
6. Physical and mental dexterity
7. Computer skills where needed

Once this is established it is essential you have a pool of qualified candidates. It is proper to explore both within the organization and outside.

The favored position would be to have someone trained and adequately prepared inside the company, but sometimes circumstances do not allow this. When this occurs and the situation requires to go to outside sources which should be cultivated through the years

This policy should be implemented though out the organization in the officer selection process to ensure the long- term strategy for organizational success