

# BestWork Guide: Succession Planning

# Introduction

Introducing the **BestWork Guides**, a series of PDF guides to give you the information you need to be a DATA master. We want to make it easier to understand when and how to use our specific reports and programs.

Over the past ten years, we have been good at creating solutions that have helped many employers. What we have lacked are the resources and tools to help you best use our services and products.

That is why it is our goal to add these PDF guides to each program by category. We will also be adding video guides and a business marketplace.

Thank you for your business and continued support.

# Succession Planning

Succession planning is a critically important element of talent management. It is hiring with a far more expensive decision. Hiring a new employee is certainly an important decision, and a poor choice can be costly.

However, if a current employee is being considered for a promotion, that employee has performed their job well and demonstrated the potential for even greater responsibilities. The company has invested in them, and their knowledge and experience is valuable. Promoting them into the right job can unlock their potential, benefiting the employee and the business. Putting them into the wrong job can lead to the loss of that talent.

The key to the success of this decision is to ensure that the employee is well-matched to the new position. Success in one job does not necessarily mean success in the another job. Stories of excellent employees failing in the new job are not uncommon. With BestWork, it is easy to prevent this, and to ensure that the person is capable of performing the new role.

# Succession Planning

BestWork DATA provides tools that are essential important for succession planning.

- Job Reports - Describes how the person will perform the job behaviors that are necessary in a specific job
- Succession Planning Review - Reviews this individual with respect to the major factors affecting the success of the most promotions
- Executive Expectations Report - Indicates the most likely impact that this individual's promotion will have on their new area of responsibility
- Executive Matching Chart - Enables a visual comparison of how this person matches with their new manager or supervisor

# Succession Planning

This is a simple plan for using them:

1. First, review the individual's Job Report for their current role.
2. Next, review the individual's Job Report for the new position. Note any concerns.
3. Review the individual's Succession Planning Snapshot, noting any concerns.
4. Review the individual's Executive Expectations Report. Note positives and concerns.
5. Using the Executive Matching Chart, see how the individual matches with their new manager or supervisor.
6. Another report that can be helpful is the Career Path Snapshot. This is included in most BestWork DATA programs. It helps in planning the most effective career paths when a person is first hired.

# Succession Planning

It is important to remember that everyone is good for some jobs but no one is good for all jobs. BestWork enables you to consider how anyone's strengths and abilities match up with any job.

Job skills can be learned and experience can be acquired. The hard-wired strengths and abilities do not change. If they are not in place before the promotion, they will not be there after it.

# Thank you.

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**We thank  
you for your  
continued  
support in  
our efforts to  
change the  
world with  
DATA.**

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## Connect with us

### BestWork DATA

(770) 274-0518

[www.bestworkdata.com](http://www.bestworkdata.com)

[clientsuccess@rbestworkdata.com](mailto:clientsuccess@rbestworkdata.com)

[@bestworkdata](https://www.instagram.com/bestworkdata)

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