Evaluating Staffing Risks

Identify Mission critical positions and roles. In addition to current roles, consider new or changing skills needed to meet future service demands and changing customer expectations.

For positons and critical roles that are currently filled, identify how many years of experience the people in those roles have with the agency.

Evaluate risk of retirement. Where the agency has a defined-benefit retirement program, employees should be considered eligible for retirement when they qualify in that program. If no retirement program exists, the agency will have to define eligibility.

Identify other conditions that may put the sustainably of the agency at risk. Place an X in each applicable category.

Share your results with someone at your table. **Where would you focus your succession planning efforts first?**

Job Title/ Critical Role	Yrs with Agency	Eligible to retire 2016	Eligible to retire 2020	Concentrated skills	Separation Risk (non-retirement)	Lack of qualified internal candidates	Lack of qualified external candidates	Other
Ex: Operations Supervisor	20	X			X	X		
Ex: IT Network Admin	5			X	X	X	X	