

PLANNING for VACANCY of PIVOTAL POSITION

This form may be used to facilitate assessment of risk and development of mitigation strategies for key positions.

Part 1 Pivotal Position Title: _____ Name of Incumbent: _____

Specialized Knowledge, Skills, and Abilities (KSAs):

How would vacancy affect the area in terms of operations and leadership?

How long would it take a qualified replacement to become fully functional?

Likelihood of departure (consider retirement eligibility/desire for transfer):

Does a procedure or operational guide need to be developed or updated for this position? If so, are there plans in place to accomplish that? _____

Part 2 Use the table below to assess the following:

Immediate backup for short-term and/or unexpected vacancy

Consider who could provide immediate, short-term backup. If a single individual is not appropriate, consider how the duties could be divided. You may want to consider making arrangements for cross training outside of your area with a position of similar skills and duties.

Internal candidate to permanently fill the position

Consider high potential employees who are now, or may develop into strong candidates who could compete for the position through the search and selection process. Consider those who have demonstrated an interest in promotion, are not fully challenged in their current position, and/or are serving in functions that are becoming obsolete or less critical to operations.

| Name | Considered immediate backup, internal candidate, or both | If the individual is not currently prepared, what additional KSAs are needed, and how will they be developed? |
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Acquiring the necessary KSAs listed above should be incorporated into individual Performance and Development Plans (PDPs).