



# Succession Planning Online Succession Planning System



## Integrated Succession & Development Planning

Succession Planning is an integral part of HR Director™ Human Resources Management System enabling an end-to-end solution for talent management for organizations globally. No need to perform cumbersome import/export functions using standalone solutions for Succession Planning, Compensation and Performance Management. For organizations with international requirements, the system utilizes standardized, predictive analytics in multiple languages in a secured, role-based, environment.

## Business & Leadership Continuity

For the majority of organizations, minimizing or even eliminating business disruptions is of vital importance. One of the principal sources of disruptions is the loss of key High Achiever employees and leaders. According to recent talent surveys, sixty-seven percent of organizations incorrectly identify High Achievers because they lack the tools and technology. Using interactive, real-time, charts and graphs mean that HR can quickly share strategic talent plans with managers and executives to identify critical talent gaps even before they occur.

## Predictive & Actionable Insights

Unlike many of today's systems, our Succession Planning system uses sophisticated, proven, 2<sup>nd</sup> and 3<sup>rd</sup> generation predictive analytical models. These tools enable organizations to see around the corner and identify future business risks based on organizational behavior, individual psychology, demography, market forces, risk appetite and more. Not only are you able to identify risks but you will also see the underlying causes and potential impact.

## Talent Transparency

Transparency is extremely important to Millennials and Gen. Z and the ability to match an individual's skills and capabilities to suitable positions to enable success is crucial. Talent pools allow high achiever employees to be tracked and developed. Development plans may be created to identify gaps and the learning required for career success. Succession Planning allows you to assess bench strength throughout the organization so that you can almost guarantee successful outcomes.

**Performance Assessment - EDIT**

Employee's Name: Alison Blankman Date of Review: 02/18/2008  
Supervisor's Name: John Davison Hire Date: 02/17/1992  
Employee's Title: Manager of Human Resources Time In Present Position: 4 YEARS

**INSTRUCTIONS:**

- Review employee's work performance for the entire period since their last review; refrain from basing entire judgment on recent events or isolated incidents.
- Contemplate only one factor at a time; exercise judgment independently from decisions made in appraising other factors.
- Recognize that the importance of each factor may vary in accordance with the position's responsibilities.
- Consider all description characteristics within the range of the particular factor before making a decision. Select a rating of 1, 2 or 3; review the Options available and select the option(s) most suitable. Once you have selected the appropriate Option(s) they will be entered in the Comments box and will be visible to the Manager/Supervisor.
- Avoid the tendency to rate an employee's performance as consistently exceeding standards and expectations when duties are met at the expected standard. Remember that the fully qualified employee is expected to, and does meet standards and expectations. The employee who excels must have that something extra, which distinguishes them from the fully qualified employee.

**Overall Rating:**

- Consistently exceeds standards and expectations. Performance meets and consistently exceeds the expectations of their position requirements. They serve as a role model and are considered a top performer. Distinguished performance overall.
- Meets standards and expectations. Performance meets the basic expectations for the position requirements. They do some things well but need to strengthen other areas of their performance as well. Demonstrates successful performance on all or most major assignments and objectives.
- Does not meet expectations or standards. Performance does not meet the expectations of the position requirements. Performance may have been successful on some occasions, but it frequently fell below expectations. Performance is inconsistent and is not acceptable. Fails to meet position requirements in most areas.

**NOTES ON COMPLETING EVALUATION:**  
For the categories that follow, click a button under "Rating" that corresponds with the appropriate "1," "2," or "3" phrase above. You may choose a preset description phrase from the drop-down box and/or enter your own in the comments box provided.  
**This section is to be completed by the manager/supervisor. The purpose is to take a personal inventory, to pinpoint strengths and develop weaknesses, and to review past objectives and corresponding accomplishments. This will identify areas where performance can be improved for the benefit of both the employee and the firm; and to formulate and agree to a practical improvement program of specific challenges.**

**BEHAVIOURS (Standards to achieve)**

QUALITY AND PRODUCTIVITY	RATING	APPRAISALS (Enter comments supported by examples)
Produces all work as possible with little or no errors. Performs at a high pace which allows them to maximize the quantity of work produced relative to the volume of work requested.	1 2 3	Comments exceeds standards and expectations. A star producer; demonstrates a determined commitment to accuracy and thoroughness.
COMMUNICATION Communicate effectively and clearly, superb writing and verbal skills, excellent listening and grammar skills; is a good listener.	1 2 3	Meets standards and expectations. Communications are delivered in a clear and concise manner, yet there are some areas of development on which to focus.

## Powerful and Easy to Use

Because we use browser-based, Internet Self-Service Technology and workflow functionality to provide step-by-step guidance, minimal manager and executive training is required. Integration means that plans are automatically available to management, HR and executives for review.

- ✓ Familiar browser-based user interface
- ✓ Step-by-step configurable workflow to guide users

## Flexible Reporting & Analytics

The system allows users to configure Talent Pools, competencies, ratings, weightings and more. Users can also print Risk Assessment and standard reports such as Succession Charts and more.

## Guaranteed Service and Support

With over 26 years of excellence in providing powerful Human Resources Information Technology solutions, we are uniquely positioned to provide and support our applications. Personalized assistance is available directly from our highly skilled and respected customer support specialists or by self-service via the Internet. Access is available 24/7 via self-service and you'll get answers to your questions from our product experts.

<b>Single Solution</b>	Allow authorized users a single solution for Succession Planning without the need for separate systems for Talent Management.
<b>Management Reports</b>	Standard succession, development planning, risk profiles, audit and exception reports are included.
<b>Powerful Rules-based Engine</b>	Setup plan rules as well as risk profiles to simplify generation of succession plans by HR, executives and managers.
<b>Predictive Analytics</b>	The system utilizes sophisticated 2 <sup>nd</sup> and 3 <sup>rd</sup> generation predictive analytics to help you look into the future with increased certainty.
<b>Actionable Insights &amp; Knowledge</b>	Gain insightful knowledge that you can take action on from organizational behaviour, demography, employee psychology and risk appetite.
<b>Electronic Dashboards</b>	Allow users to see real-time statuses, plans completed, at-risk positions, departments, employees etc. in a graphical dashboard format
<b>Talent Pools</b>	Define unlimited talent pools for positions with configurable inputs so that the system can automatically generate ranked succession plan lineage.
<b>Secure Access to Succession Plans</b>	Integrated multi-level security prevents unauthorized access to confidential data and avoids potential legal proceedings
<b>Organizational Standards</b>	Setup standardized libraries of achievements, ratings, weightings, competencies and more.
<b>Integration with ASL Software Suite</b>	Succession Planning is fully integrated within ASL's HRMS Suite so all data is provided in real-time. Any changes to data or plans are automatically saved and available for review.

## RECOMMENDED SYSTEM REQUIREMENTS

### SOFTWARE

**Client** Windows XP/Vista/7.0/8.0/8.1 with IE 8.0 or later

### MATERIEL

**Client** PC with CPU Pentium or better with 512Mb RAM; 500Mb+ of available disk space

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