

Embedding Diversity, Equity, Inclusion & Accessibility in Succession Planning



WHY SHOULD ORGANIZATIONS EMBED DEIA IN SUCCESSION PLANNING?



Build **diverse talent pipelines**



Engage **underrepresented talent**



Support **long-term mission success**

Embedding DEIA into the succession planning process enables DOC to build **diverse talent pipelines** that are reflective of the nation including **underrepresented talent**. Inclusive succession planning enables **long-term mission success** amid leadership and workforce shifts.

The process below will help you think through some key considerations and strategies to incorporate DEIA best practices into your succession planning efforts.

Establish Succession Planning and Management Strategy

- Review strategic plans, initiatives, staffing models, and data with Affirmative Employment and MD 715 staff to ensure succession plan alignment
- Engage different stakeholders across the organization to understand succession planning needs
- Examine budget and resources available
- Use DOC succession planning maturity model to identify areas of opportunity

Key Consideration:

Engage Affirmative Employment Staff and MD 715 Staff to help forecast DEIA challenges and priorities that may emerge over the next 1-5 years

Determine Leadership/ Key Position Demands

- Develop a clear picture of exactly what technical and professional knowledge, skills and abilities are required in the position
- Ensure written job descriptions include precise and concrete details for critical functions
- Ensure requirements are realistic and truly critical to the role to avoid biased assessments of potential candidates

Key Consideration:

Provide training for supervisors and leadership on how to ensure job descriptions avoid biased assessments

Evaluate Talent

- Promote transparency throughout the process
- Assess talent pool demographics provided by [OCR](#) (AEP/PED) and explore documented gaps in the organization's ability to maintain a diverse and inclusive pipeline
- Consider untapped talent
- Identify training needs or upskilling requirements to prepare potential staff
- Develop recruitment and awareness campaign

Key Consideration:

Provide training for supervisors and leadership on how to remove unconscious bias from succession planning decisions

Mobilize and Develop Talent

- Assess skill and competency assessments and develop targeted training goals
- Provide access to training opportunities
- Create opportunities for functional development
- Leverage inclusive hiring practices
- Establishing an open-door policy leads to a more productive work environment.
- Define and deploy inclusive recruitment strategy

Key Consideration:

Identify opportunities to provide development opportunities (e.g., rotations, shadowing, etc.)

Ingrain a Succession Mindset

- Develop and communicate succession planning policies and processes
- Engage leaders across the organization
- Evaluate succession planning program annually
- Monitor progress on succession plans and update as needed
- Develop and communicate succession planning policies and processes
- Define organization metrics

Key Consideration:

Seek feedback from key stakeholders on how improve the succession planning process and further advance DEIA objectives