**Succession Planning Expectations Form**

This succession planning expectations form is designed to ensure the understanding of expectations from the employer as well as the program participant. This form should solicit active dialogue between the employer and the program participant regarding available resources, how performance will be measured, and the distribution of the participant’s current workload. The participant will be asked through a survey/interview to provide feedback about his/her experience as a participant in the program. This exercise does not in any way constitute a promise of future employment or promotion.

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| Employer Expectations? |  |
| Participant Expectations? |  |
| How will the participant be measured? |  |
| Who will measure the participant? |  |
| Expected Time Frame for Development? |  |
| Workload Implications? |  |
| What work will be re-allocated (if any)? |  |
| Staff members absorbing re-allocation of work? |  |