



Toolbench

Integrated tools for employee and organization success

Succession Planning Module

Assess Workforce Capabilities, Employees' Readiness to Fill Jobs and Identify Gaps in the Organization's Talent Pool

The **HRToolbench®** Succession Planning module helps organizations to strategically plan future workforce development and staffing, and to collaborate with employees by balancing their career aspirations with the organization's talent requirements. HR professionals can analyze workforce talent levels in different career tracks and quantify the readiness of current employees to staff jobs in the future. A companion Career Path Planning feature enables employees to explore other jobs in potential career paths, to assess personal competencies against job competency requirements, and to identify personal development needs for career advancement.

Employee	Current Job Title	Functional Job Title	Job Track	Position	Competency	Readiness	Readiness	Readiness	Readiness	Readiness	Readiness
Joseph Davis (Employee 145)	Advertising Specialist										
...

Job Track Number	Job Track Name	Position	Competency	Readiness							
2	Marketing	Marketing	Marketing	Marketing	Marketing	Marketing	Marketing	Marketing	Marketing	Marketing	Marketing
...

Every employee has an active readiness profile to fill jobs in assigned job tracks. Certain information displayed on the readiness profile is automatically extracted from various modules. The employee and the employee's supervisor can update selected information at any time.

View the pipeline of employees assigned to each job track along with their personal readiness information. Identify organization vulnerabilities or gaps in workforce succession.

Integration with Other Modules

The **HRToolbench Job Description module** maintains an organization's Functional Job Descriptions that are used to customize career tracks and provide the General and Functional/Technical Competencies and that flow electronically into the Succession Planning module for assessing employee readiness to staff future jobs.

The **HRToolbench Performance Management module** maintains competency ratings entered by an employee's supervisor automatically pre-populates these competency ratings into the Succession Planning module.

The **HRToolbench 360 Feedback module** maintains ratings from feedback providers that flow automatically into the Succession Planning module to supply added information for assessing the capabilities of the organization's current workforce.

Job Description



Candidate Selection



Performance Management



Compensation



Succession Planning



360 Feedback



About HR Technology Solutions and HRToolbench

HR Technology Solutions, Inc. was founded in 2002 to deliver superior, affordable, Web-based tools that enable organizations to attract, retain and motivate employees more effectively and profitably. We focus primarily on serving small to mid-size organizations.

Our flagship product, HRToolbench, is an integrated suite of HR modules that promotes organizational success by sharing information uniquely among six HR functions and processes, including Job Descriptions (competencies), Candidate Selection, 360 Feedback, Performance Management, Succession Planning, and Compensation. HRToolbench reduces the administrative time required to perform critical HR processes, encourages frequent and high quality communications between employees and managers, and supports strategic management of the workforce.

Our unique combination of HR consulting and Web technology expertise allows us to build and deploy "best practices" human resource management tools that embody the features, flexibility and affordability typically unavailable to small and mid-size organizations from competitor systems. We also provide HR consulting services, if desired, to develop custom competencies, design compensation and reward programs, and restructure organizations.



FEATURES	FUNCTIONALITY	BENEFITS
Customize career tracks and job progression ladders	<ul style="list-style-type: none"> • Create custom career tracks and define job profession ladders for different organization functions or job families by selecting Functional Job Titles from the HRToolbench® Job Description module. • Employees are automatically assigned to career tracks based on their current jobs • Assign employees manually to alternate career tracks. 	Easy set up and editing of career tracks and associated job ladders. Establish job ladder progressions for any function or job family in your organization.
Assess "organization compatibility"	<ul style="list-style-type: none"> • Specify an employee's compatibility with the organization by assigning an organization compatibility rating based on pre-defined criteria. 	Identify how well each employee matches the organization's culture and operating style. Select from pre-written definitions of organization compatibility, which can be customized.
Rate employee competency levels for future jobs and estimate job readiness timeframes	<ul style="list-style-type: none"> • Rate each employee's current competency levels and readiness for future jobs. • Automatically compare the employee to targeted competency levels required by every job in a career track. • Use competency gaps to estimate an employee's readiness timeframe for all jobs in a career track. 	Understand what capabilities reside in the current talent pool associated with each job, what talent development needs are indicated, and what is the estimated duration of time required for each employee to achieve readiness for future jobs.
Assess employee future potential, replacement difficulty, and risk of voluntary termination	<ul style="list-style-type: none"> • Assess each employee in terms of key criteria related to workforce planning and minimizing organization vulnerability. • View workforce analytical reports sorted by career track or individual job in a job ladder, and identify talent pool gaps. 	Assess different variables that impact potential organization vulnerability and influence the development and retention strategies developed for each employee.
Gain visibility into the talent pipeline	<ul style="list-style-type: none"> • View workforce analytical reports sorted by career track or individual job in a job ladder, and identify gaps in the talent pipeline. 	Identify career tracks and individual jobs within tracks that are at risk due to inadequate talent development or staffing.
Facilitate gathering of employee information	<ul style="list-style-type: none"> • Help employees record and maintain personal information about their education, job experience, professional credentials, foreign language fluency and relocation preferences. • Gather an array of information from each employee that can be used to analyze the organization's existing talent. 	Engage employees in a true collaboration by demonstrating interest in understanding the full scope of their capabilities.
Engage employees and build commitment through career development	<ul style="list-style-type: none"> • Enable employees to self-assess personal competency levels to identify professional development needs for more senior jobs in their current career track. • Let employees aspire to staff jobs outside their current career track. • Assign an employee to a mentor in an alternate career track to guide the employee's career exploration and professional development. 	Make employees feel that their career aspirations and retention are important to the organization. Minimize losses of valuable employees due to voluntary turnover.



HRToolbench is a product of HR Technology Solutions, Inc., a provider of Web-enabled, hosted tools that help to create and utilize workforce information in an easy, rapid, practical, interactive, strategic and cost effective manner.

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