

Steps in the Talent Review Process:

1. Supervisor/manager and employee talent review workshop
2. Supervisor/manager and employee complete scorecards
3. Supervisor/manager meets with employee to discuss scorecards
4. Employee turns in copy of scorecard to supervisor/manager
5. Supervisor/manager reviews scorecards and notes from employee discussion to complete the Talent Review manager Performance Tool for each employee
6. Supervisor/manager meets with employee to discuss performance tool, 9 box placement, and begin discussions on IDP
7. Leadership Team training regarding on Critical Role Succession Plan
8. Employee creates IDP and sends final draft to supervisor/manager
9. Supervisor/manager meets with director to review employee IDP (s) and make recommendations
10. Directors use 9 box recommendations and IDP(s) to prepare critical role succession plan
11. Directors forward critical role succession plan to Executive Team for review
12. Executive Team makes final decision on critical role succession plan and provides feedback to directors for them to use in working with employees and their IDP(s)