**Job Aid: Conducting Transition Meeting with Employees**

**WHAT is a Staff Transition Plan?**

The Staff Transition Plan is a tool used to document and collect information about a position, the duties that the position incumbent regularly performs, and the professional network the incumbent maintains. The Transition Plan documents critical information about duties that may be temporarily reassigned to a designated back-up or transitioned to a new employee upon a vacancy, whether planned or unplanned, temporary or permanent.

The Staff Transition Plan will help your Division/Office ensure continuity of the position’s responsibilities in the event of a vacancy. If a position goes unfilled, or should the duties not be successfully transitioned, even on a temporary basis, there is a potential risk to the fulfillment of [IC Name’s] mission requirements. The Transition Plan aims to mitigate this risk and minimize the impact to others’ workloads, priorities, and deadlines due to a shift in roles and responsibilities.

**WHY should an employee complete one?**

While a Staff Transition Plan is recommended for ***all*** [IC Name] Positions, it is particularly important that***Key Position Incumbents*** have a Transition Plan and designated back-up(s) in case of a vacancy or unexpected departure.

A ***Key Position***is directly critical to the accomplishment of [IC Name’s] mission. If a Key Position goes unfilled, [IC Name] would have a difficult time fulfilling its mission requirements. *Please note: The designation of a Key Position is not assigned by the Institute. Each Division/Office Director is responsible for identifying which of their positions should be considered key.*

The Staff Transition Plan can be a helpful guide during a time of transition or absence to inform a back‑up or new incumbent of position priorities, activities, key contacts, important recurring meetings or committees, and protocol. For these reasons, it’s important that *all* employees, especially Key Position incumbents, help to minimize the risks to programs, projects, and staff in a proactive manner by completing a Staff Transition Plan.

**WHEN should an employee complete a Transition Plan?**

While an employee may complete a Staff Transition Plan at any time, it’s strongly encouraged that they do so at least 60 days prior to a planned departure or upon request of their supervisor. ***Key Position*** incumbents should complete their Staff Transition Plan within 30 days of being notified by their supervisor that they are an incumbent in a Key Position.

**WHAT should I request an employee do, once they have complete the plan?**

Supervisors should request that the employee: (1) submit the completed Staff Transition Plan to their supervisor within 30 days after the initial request has been made; (2) schedule time with their supervisor to review, validate, and retain the plan in an agreed upon accessible place; and (3) if directed by the supervisor meet with the identified back-up(s) to review the Staff Transition Plan and ensure he/she is adequately prepared and cross‑trained to support the roles and responsibilities.

**Proposed Meeting Agenda**

1. **Discuss What is Succession and Transition Planning**
   * A process for: 1) honoring and preserving the knowledge, work experiences, and accomplishments of employees that have contributed to [IC Name’s]’s mission and scientific advancements; 2) ensuring continuity of the work when an incumbent leaves a position critical to [IC Name’s] mission; and 3) preparing our employees by offering development opportunities that can support them in competing for positions as they become vacant.
2. **If the employee is in a Key Position**

* **Describe What a Key Position is:** A Key Position is directly critical to the accomplishment of [IC Name]’s mission. If a Key Position goes unfilled, [IC Name] would have a difficult time fulfilling its mission requirements. For this reason, each Key Position has a designated back-up in the event of a vacancy.
* **Define How A Key Position Is Identified:** The designation of Key Position is not assigned by the Institute. Each Division/Office Director is responsible for defining which of their positions should be considered Key Positions for the purpose of Succession and Transition Planning. Division/Office Directors are encouraged to coordinate with Administrative Officers (AOs) to identify Key Positions using the Key Position Criteria.

1. **Request That The Employee Complete a Staff Transition Plan** 
   * **Discuss the** [IC Name]  **Staff Transition Plan:** Describe the purpose of the Staff Transition Plan: Contains the core functions, day-to-day responsibilities, and professional networks that will be reassigned to the back-up(s) during a temporary absence or transitioned to a new employee upon a permanent vacancy. Use the Staff Transition Plan Template located in the Workforce Planning Toolkit.
2. **Define Next Steps For The Employee**
   * Complete and submit the [IC Name] Staff Transition Plan within the next 30 days.
   * Schedule time with supervisor to review, validate, and retain the plan.
   * Meet with identified back-up(s) to adequately prepare them to cover all applicable roles and responsibilities.
3. **Identify Transition Timeframe**

* Official transition date (if applicable)
* Formal/informal preparation period, including shadowing (if applicable)

For more information, please contact the [IC Name Workforce Management Office].