



Career & Succession Planning

Introduction

Key positions in any organization must be filled with suitable and well-qualified employees. However, despite the knowledge that a comprehensive, qualification-oriented career and succession planning is a primary factor in the success of a company, many top management people are concerned about the lack of bench strength to replace planned and unplanned losses of key personnel.

Both, career path and succession planning are complex tasks that require constant and ongoing attention. Successful organizations devote considerable time and resources to mapping out skills and competencies so that they can hire, train and develop employees appropriately to not only achieve a distinct competitive edge, but also to retain valuable experience and stability of corporate culture.

One of the main purposes of SunFish HR is to simplify the whole succession and career planning process. It allows managers and HRD personnel to consistently build a pool of qualified candidates

up and down the leadership progression depending on how exposed to risk the key positions in their companies are.

Combining performance, competency, and other assessment data; the system suggests the most promising successor options and identifies discrepancies between position requirements and employee skills. It also alert users to succession problems within the organizations should no potential candidate exist.

Utilizing this data HR and management staff can follow automated training suggestions, and/or establish an individual career development plan to provide potential successors with practical, tailored work experience that will be relevant for the future senior roles.

With SunFish HR managers are provided with the tools to create an ongoing and durable career and succession planning and development environment rather than an ad-hoc system, which is only reviewed during the annual planning process.

Employee : Jimmy Winky Arthur [DO00409]

| | Customer Care | Executive Office | Finance And Administration | General Affairs | Human Resources | Information Technology | Marketing & Sales | Quality Assurance |
|----|--------------------------------|----------------------|---|---------------------|--|--|--------------------------------|---------------------------------|
| S8 | | - President Director | | | | - IT Director | - Marketing and Sales Director | |
| S7 | - Customer Care Manager | | - Finance And Administration Manager | - Office Manager | - HR Manager | - IT Manager - Network Manager - Project Manager | - Sales Manager | - QA Manager |
| S6 | | | | | | | | |
| S5 | - Customer Care Coordinator | | - Finance Accountant Controller | - Office Supervisor | - HR Assistant Manager - Compensation And Benefit Coordinator - Recruitment And Training Coordinator | - Assistant Project Manager | - Chief Marketing Officer | - Quality Assurance Coordinator |
| S4 | - Senior Customer Care Officer | | - Senior Accounting Staff - Senior Finance | | | | | |

Succession Planning Analysis

Gordon Enns
NRP: DO10001
President Director
(22 Feb 2000)

22 Feb 2000, President Director (3C)

91

3C 11 H H 80 91

Katrina Allbright
NRP: DO10004
Regional Business Development Manager
(18 Jun 2002)

18 Jun 2002, Regional Business Devel

77.4 → 62

4 3A 9 L L L 80 62

Juniar Armin
NRP: DO10012
Customer Care Manager
(1 Feb 2009)

1 Feb 2009, Customer Care Manager
1 Feb 2008, Assistant Project Manager
1 Feb 2007, Senior Implementer (1B)

56.9 → 91

3 2C 5 L L L 60 91

Abdi Maru Hermawan
NRP: DO10005
Development Manager
(3 Jan 2008)

2 Jan 2008, Development Manager (2)
2 Jan 2004, System Analyst (2A)
18 Mar 2003, Solution Consultant (1C)

55 → 88

3 2C 9 L L L 60 88

eHRM - Microsoft Internet Explorer

| Current Employment | | | | Planned Employment | | | |
|--------------------|---|--------------------|---|--------------------|--|--|--|
| Position : | Business Development Manager Asia Pasific | Position : | N/A | | | | |
| Job Title : | Sales Partner Admin | Job Title : | Chief Marketing Officer | | | | |
| Job Family : | MKT -- Marketing & Sales | Job Family : | MKT -- Marketing & Sales | | | | |
| Job Family Level : | MKT_SRSTA -- Marketing & Sales SENIOR STAFF | Job Family Level : | MKT_SPV -- Marketing & Sales SUPERVISOR | | | | |

| No. | Category | Competency | Competency Point | | | Career Planning Match | Training Needs |
|-----|-------------------------|---------------------------|------------------|-------------|-----|-----------------------|--|
| | | | Required | Achievement | Gap | | |
| 1. | GHC | Job Skill | 4 | 0 | -4 | 4 0 | Better Sales Lead Generation, Faster Deal Conclusion, SunFish HR Introduction Training |
| 2. | Core Competencies | Organizational Commitment | 4 | 3 | -1 | 4 3 | Better Sales Lead Generation, Faster Deal Conclusion |
| 3. | OHC | Marketing Strategic | 3 | 2 | -1 | 3 2 | Better Sales Lead Generation, Faster Deal Conclusion |
| 4. | Functional Competencies | Integrity | 3 | 3 | 0 | 3 3 | |
| | | Organizational Awareness | 2 | 3 | 1 | 2 3 | |
| 5. | Leadership Competencies | Change Leadership | 4 | 2 | -2 | 4 2 | |
| | | Directiveness | 4 | 3 | -1 | 4 3 | |

Competency Match 59.52 %



Career & Succession Planning

Benefits

SunFish HR facilitates efficient career path and succession planning and streamlines the decision-making process. It leads users through every step, from defining a requirements profile for a position to analyzing the qualification of the employees under consideration for that position. Specifically the Career & Succession Management delivers the following benefits:

Compare Employee Skills with Requirement Profiles for Key Positions

With the competency management module, the company will have the best employee for every position; over or under competent employees can be minimized since the system will identify the most appropriate position for certain employees based on their competencies. In the case of an employee positioned inappropriately the system will notify the HR department to take an appropriate action.

Manage Employee Career and Development Planning Interactively

In SunFish HR staff and management can interact to plan the career development of employees. By analyzing competency, training and job assignment requirements the system allows employees and supervisors to set specific career goals and to develop the employee's career in the most beneficial method. Providing a clear picture of potential advancements helps to retain employees and thus keep valuable experience and stability of corporate culture.

Speeding up the Selection Process and Find the Right Person for the Job

SunFish HR will enable your company to locate talents and prepare your organization for growth and ensure you have the right personnel to function at peak efficiency. Utilize the integration of training, recruitment, appraisal, leveling and competency planning to career path planning to achieve the best result.

Generate Succession Scenarios to Visualize the Effects of Job Changes within Organizations

Use SunFish HR to develop and maintain strong leadership and to ensure that they address all the skills and competencies required for today's business environment.

Review Incumbents and Internal/External Candidates for Certain Positions

From recruiting the right candidate to developing new leadership from within, succession planning is essential for an organization to meet its strategic goals.

Smooth Leadership Transition

With automated succession and career analysis tools, succession planning can be done on an ongoing basis and in a consistent manner, which is vital in order to achieve a smooth leadership transition from one generation of executives to the next. As smooth leadership transitions significantly decrease the organization's exposure to future continuity and business performance risks, it should be made a top corporate priority.

Employee Retention and Lower Turnover

The transparency in which SunFish HR allows employees to review their development chances and to actively participate in shaping their future career within a company can make noticeable improvements to their overall job satisfaction, thus reducing the risk of losing a valued employee. That in turn holds significant savings potential regarding replacement, un-productivity and lost business costs.

Features

Succession Plan

SunFish HR automatically identifies the successor for every employee within the company based on their competency. If there is no successor for certain employees, the system automatically shows an alert and the HR department may take further action. The system also allows HR to search and compare several successors within organization.

Development Plan

With the system the HR Department is able to analyze employees that are suitable for certain positions based on their competency. Should a competency gap exist, the system automatically identifies the training needed for those employees to increase their competencies to match the position.

Highlighted Training Requirements

With the system, HR Department is able to analyze training needed for employees for certain positions easily. Once configured, the system is able to suggest which training is needed for certain employees who want to be promoted or transferred.

Multi Positions and Employee Comparison

With the system, HR Department is able to compare several employees based on their competencies. This comparison also can be performed with certain positions to identify which employees have the capability to be promoted.

Job Family

SunFish HR is developed with the job family concept where each position within a company is classified into a certain category based on its job type. As a result the promotion planned by HR department can be done more effectively.

Employee Self-Service

Employees and supervisors can work together to map out an employee's career plan using the employee self-service function. They can define job preferences, wishes and relate targeted career steps to dates and specific development actions. Managers can use the manager self-service function to display candidacies, review resumes and align advancement measures with employees. Additionally, there is a career request function, which either supervisors or employees can use to submit career transition requests such as new assignments, promotions, etc.

Alerts

Dashboard lights in SunFish HR allow managers and HR department users to watch for and identify issues related to employee competency. Dashboard lights can be configured to identify employees with low level competency, low number of succession candidates for certain positions or virtually any other aspect of the career management that needs to be tracked. Dashboard lights allow the system to keep track of the company weakness from the career and succession point of view; this module also relieves the HR department from manually analyzing the career statuses that will consume a lot of time and effort.

Flexible Analysis Tools

Managers and the HR department have a variety of tools to create reports and analyze the career history of employees. Career histories also can be tracked through this module, as a result managers are able to identify career histories of their subordinates and plan future career developments.