



# Talent management & succession planning

Helping you build a high-  
performance workplace



# Overview

Designed by HR professionals, for HR professionals, Ciphr's talent management and succession planning functionality helps you communicate strategic goals, better manage career conversations, foster a learning culture, and report on employee performance.

- Objectives
- Reviews
- AI review summaries
- Succession planning
- Nine-box grid
- Flight-risk management
- Reporting and dashboards

## Key benefits

- ✓ Gain a deeper knowledge and understanding of your people: their needs, personal goals, strengths and weaknesses
- ✓ Identify and anticipate staff training needs, helping you to retain talented employees
- ✓ Performance and review information is more secure and easier to audit than information kept in emails, spreadsheets, and other insecure files
- ✓ Automated workflows will ensure your performance management processes are always on track, with appraisals and reviews carried out on schedule
- ✓ Robust review and objective-setting processes will help you develop employees' potential in line with strategic organisational goals – boosting productivity and improving employee happiness and engagement
- ✓ Better talent management adds value to your employer brand, and contributes to diversity management
- ✓ Nine-box grid helps you to identify those ready to advance to a new role and those people who need additional development and support
- ✓ Highlight individuals and roles at succession risk with the flight-risk grid, based on risk and impact ratings, to help you identify and build critical talent pools in advance
- ✓ More intelligent succession planning will help you fill critical vacancies more quickly, and increase the number of roles you can fill with internal candidates
- ✓ Helps you make intelligent, evidence-based decisions about your people
- ✓ Links with our LMS to help you holistically develop your people
- ✓ Addresses three of the four elements of the 'talent loop' – develop, manage and evaluate



## Key features

### Objectives

- ✔ Create as many organisational goals as you need
- ✔ Link employee objectives to company-wide goals via a drop-down menu
- ✔ Objectives can also be linked to development needs, job requirements and skills
- ✔ Track progress against objectives by recording a percentage value, recording the date of update, and add comments against each update
- ✔ Report on progress of employee and organisational objectives

### Reviews

- ✔ Create multiple forms and form types, such as appraisal or performance rating
- ✔ Create a base form for all involved in the review process to complete – such as employees, peers and managers – and then add additional questions that are tailored for various audiences
- ✔ Question formats include text, drop-down list, range, multi-select, ordered list, star rating, and more

## Talent management and succession planning

- Choose to define regular review periods, or use these forms on an ad hoc basis
- You decide who starts the review process: employees or managers
- You choose what elements to include in each review form, such as objectives, nine-box grid, peer review, development needs, and flight-risk level
- Ratings of employees' potential and performance feed into a nine-box grid of your top performers
- This tool can also be used to create electronic forms for processes such as check-ins, exit feedback, and probation reviews

### AI form summarisation

- Auto-analyses historic performance review forms
- Generates suggested responses for all text fields in the current review form, such as a mid- or end-of-year appraisal
- The user decides which of the AI-generated content to keep, and what to edit
- Available for both the employee and line manager elements of review forms

## Flight-risk management

- Highlight individuals and roles at succession risk
- Identify and build critical talent pools

## Dashboards

- Create dashboards to easily analyse data about different employee groups, such as direct reports, teams and all employees
- Different reporting views for line managers and HR users
- Choose to report on the key metrics that matter most, whether that's kudos points, development needs, or skills: you're in complete control of the dashboard
- Visual 'traffic light' representation employees' performance against objectives, and of key milestones
- Filter reports by review type
- View needs, skills, objectives and more, straight from the employee dashboard
- Talent dashboard for HR users and managers only enables you to see completed reviews of all types, including those outstanding or pending, the nine-box grid, and a flight-risk grid

## Talent management and succession planning

### Succession planning

- Visualise your top talent by inputting performance and potential ratings, which feed into the nine-box grid
- Identify and build talent pools for business-critical roles
- Auto-populate talent pools with a role's direct reports, if those people satisfy your minimum nine-box grid criteria (criteria are specified by you)
- Add employees from elsewhere in the organisation to specific talent pools
- Manually specify a person's readiness for a new role
- Dashboards show overview information as well as detailed performance rankings, flight risk status, performance results, and potential rankings
- Tool for HR users and line managers: managers can only see information about their direct reports. HR users can add non-direct reports to a role's talent pool manually

