

# SAP SuccessFactors Succession and Development

## Technical and Functional Specifications

This specifications document describes key features and functionalities of SAP SuccessFactors Succession and Development, as of the Q1 2017 release.

Key Features and Functionalities:

- Succession Management
- Career and Development Planning
- Calibration for Succession

## Succession Management

Key Feature	Description
Succession Employee Attributes	Customers can define a set of "talent flags" that can be displayed on the Employee Profile and in other parts of the SAP SuccessFactors application. Talent flags typically include such attributes as Impact of Loss, Risk of Loss, Key Talent, Future Leader, and Reason for Leaving. Customers can also track a user's Potential rating.
Succession Org Chart	Provides customers with a hierarchical view of the reporting relationships of people in the organization, with a configurable layout to show and update succession plans inline. This can also be based on a position hierarchy including vacant ("TBH") positions.
Position Tile View	Allows for an alternative to the organizational hierarchy view, showing succession plans for matching positions in a tile-based layout. Users can apply flexible filters so this view can act as a worklist to review succession plans for certain types of positions.
Talent Pools	Allows customers to track groups of individuals to develop high-potential talent or to identify successors to general job roles, for example.

Key Feature	Description
Talent Search	<p>Enables customers to search for employees using basic personal fields, background information such as education or work history, and competency ratings, to identify qualified successors.</p> <p>Enables Succession Planners to effectively identify successors, as well as enabling HR, Managers, and other users to staff projects, to move people to new jobs, for internal recruiting, for global assignments, and to measure bench strength. *</p>
Succession Plans	<p>Allows customers to create and manage succession plans consisting of users nominated to fill a position in the event of a vacancy. Each nomination can include a readiness rating level and comments. Nominations can be attached to positions or incumbents (people).</p>
Succession Lineage Chart	<p>Generates a report that displays the connection points between succession plans, so planners can evaluate the impact to the organization if a high-level position became vacant and the succession plan were enacted.</p>
Matrix Grid Reports	<p>Two matrix grid reports (a.k.a. “9-boxes”), that place employees on a two-dimensional grid of overall ratings, such as performance vs. potential, or overall competency ratings vs. overall objective ratings (“how vs. what”). Can optionally be integrated with SAP SuccessFactors Performance and Goals** to capture potential ratings at the same time as other overall ratings.</p>
Succession Reports	<p>Provides customers with a dashboard showing Succession Plan coverage for positions, as well as list-based reports created with the ad hoc report builder to view and download data about incumbents and successors.</p>
Presentations Integration	<p>Enables customers to display Succession Plans, Organizational Charts, Talent Pools, and Matrix Grid Reports as ‘Live Slides’ in the Presentations tool.</p>

## Career and Development Planning

Key Feature	Description
Development Goal Plan	Allows users to create and manage goals for personal development. Goals can include a number of attributes, including links to competencies that the user plans to develop for current or future roles.
Learning Integration	Users can identify learning activities in SAP SuccessFactors Learning that help them meet their goals and close competency gaps. Allows users to associate these learning activities with development goals and track them directly within the development plan.***
Performance Management Integration	Allows users to display and create development goals in the context of a Performance Review form, enabling users and their managers to manage a development plan and competency ratings in the context of a 1:1 performance review discussion.**
Career Path	Allows customers—usually the HR department—to create standard career paths, which users can access from the Career Worksheet to guide development.
Career Worksheet	Allows users to identify future roles they are interested in pursuing and to track gaps and competency requirements so they can focus on the right development to achieve their career goals. Optionally includes a career pathing function to show intermediate roles leading to a senior role.**
Mentoring	Provides customers with a central and integrated tool to set up and run programs to manage structured mentoring relationships. It provides customers with a framework for development program management and can be applied to leadership development, coaching, enablement, or job shadowing programs, just to name a few.
Development Reports	Allows customers to create list-based reports with the ad hoc report builder to view and download data about development plans.

## Calibration for Succession

Calibration helps customers to bring objectivity to performance, pay and succession decisions.

Key Features	Description
Visual Comparison of Users	Allows customers to view rating elements in bin and matrix grid views.
Comprehensive View	Allows customers to select from four different data sources (Performance, Compensation, Succession, Talent Profile****) to calibrate ratings.
GUI-Driven Calibration	Ability to drag-and-drop to calibrate users.
Calibration Dashboards	Ability to generate simple charts with an aggregate view of the specific subset of users being calibrated.
Calibration Setup & Admin	Ability to set up calibration and manage security through simple clicks; allows users to select people within an organizational chart; and to specify distribution curve guidelines.

## Prerequisites

\* Talent Search is included in the SAP SuccessFactors Foundation product that is included with every SAP SuccessFactors subscription.

\*\* Customers must subscribe to SAP SuccessFactors Performance and Goals to take advantage of the talent search, performance management integration, and career worksheet features.

\*\*\* Customers must subscribe to SAP SuccessFactors Learning to take advantage of the Learning integration features.

\*\*\*\*Customers must subscribe to the corresponding product to take advantage of the comprehensive Calibration view. The performance data source requires SAP SuccessFactors Performance and Goals and the compensation data source requires SAP SuccessFactors Compensation and Variable Pay. The succession and talent profile data sources are included in the subscription to SAP SuccessFactors Succession and Development.”

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