

The Executive Succession Readiness Scorecard

A Leadership Transition Checklist for Supply Chain, Logistics & Transportation Leaders

Leadership transitions rarely create just one challenge. They often expose gaps in planning, communication, hiring execution, and knowledge transfer.

Use this scorecard to identify if your organization is prepared for a seamless leadership handoff.

Step 1: Assess Your Readiness

✓ Check all that apply:

Planning

- We know which leadership roles may require succession planning within the next 12-24 months
- We have documented the role's key responsibilities and business impact

Successor Strategy

- Internal successor options have been identified
- We know where external hiring may be necessary

Knowledge Transfer

- Critical processes and relationships have a transition plan
- Institutional knowledge is being documented before retirement occurs

Hiring Readiness

- Decision-makers are aligned before the search begins
- Interview stages and timelines have been established

Transition Execution

- Success metrics have been defined for the new leader
- Employee and stakeholder communication plans are in place

* *Complete any unchecked items before initiating your search, to ensure readiness.*

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Step 2: The Five Milestones of a Successful Leadership Handoff

1. Identify the Risk

Know which leadership gaps are likely to emerge and when.

2. Define Future Needs

Build the role around where the business is going, not where it's been.

3. Transfer Critical Knowledge

Document processes, relationships, and operational expertise before they're lost.

4. Secure the Right Successor

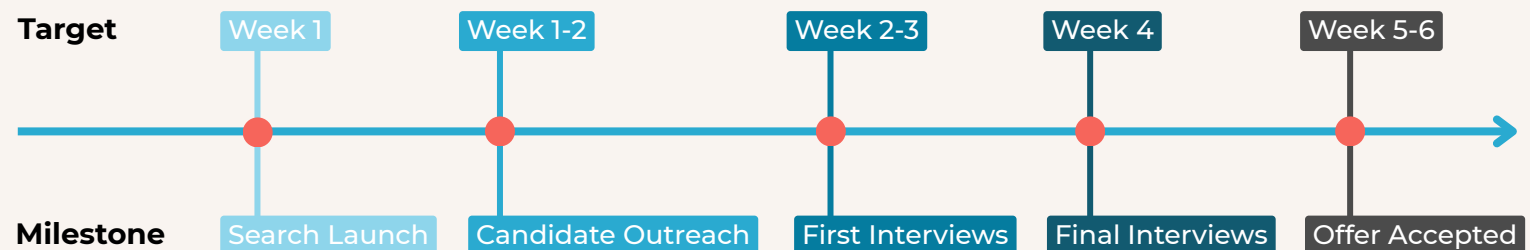
Align stakeholders, define requirements, and maintain candidate engagement throughout the search.

5. Execute the Transition

Establish clear expectations, onboarding priorities, and success metrics for the first year.

Executive Interview Timeline Tracker

If a stage slips, identify why immediately. Most executive candidates aren't lost because of compensation. They're lost because momentum disappears.



Takeaway

The strongest succession plans start before a retirement announcement is made.

Companies that prepare early, align decision-makers, and maintain hiring momentum are far more likely to secure the leadership talent needed for what's next.