

Rotational Assignments

The purpose of a **Rotational Assignment Program (RAP)** is to offer temporary assignments aimed at providing flexible cross training, leadership development, and knowledge sharing opportunities for employees. Employees can benefit from two types of experiences:

- 1) **skill development opportunities** that tend to be lateral opportunities to broaden knowledge base and skills, and
- 2) **leadership development opportunities** that tend to be opportunities with increased management responsibilities or broader responsibilities to gain higher level experience.

The goal is for employees to gain new knowledge, skills, and professional growth as a result of the rotational assignment. Be sure assignments are arranged and supported by any or all of the following: the employee, current and host supervisor, department Director and Human Resources. All parties involved should discuss and endorse the rotational assignment to ensure good fit for the employee and department.

In general, the supervisor creates the opportunity; however an employees may also request a rotational assignment.

How does a supervisor develop a skill development rotational assignment opportunity?

Supervisors can work with other supervisors to develop skill development rotational assignment opportunities. The length of the assignment and expected outcomes should be specified.

Use the annual performance review and planning meeting to discuss an employee's development needs. Based on their needs, consider a rotational assignment as a possible career/professional development opportunity.

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LEADERSHIP DEVELOPMENT OPPORTUNITIES

A rotational assignment may also help a **high potential and high performing employee**, emerging leader explore the role of leadership. These employees benefit from doing higher level work to gain leadership and management skills. Characteristics of these employees include:

- 1) Exemplifies the values of Michigan Medicine
- 2) Consistent solid/exemplary performance ratings
- 3) Desire to develop into management position
- 4) Works well with others
- 5) Dependable, excellent work ethic

How does a supervisor develop a leadership development rotational assignment opportunity?

Supervisors can work with their Manager/Director to create and define possible leadership development rotational opportunities available within their department. The length of the assignment and expected outcomes should be specified. Consider opportunities to lead a small time-limited project or committee.