

POSITION COMPETENCY PROFILE

Succession Planning Template-Key Contributor

POSITION TITLE:			
CAMPUS/UNIT:		WORK LOCATION:	
NUMBER OF DIRECT REPORTS:		NUMBER OF STAFF:	
REGULAR MEMBER OF AN OPERATIONAL TEAM (Y/N)		PROGRAM BUDGET RESPONSIBILITIES (\$\$):	
REPORTS TO (Position):			

Background: <i>(Please state in 2-3 sentences, when and how this position originated, and any significance changes.)</i>
Position Purpose: <i>(Please state in 2-3 sentences, why the position exists.)</i>
Major Responsibilities: <i>(Please state the primary responsibilities of this position, having the greatest positive impact.)</i>
Required Committee/Group Participation: <i>(List Inter-departmental, intra-departmental, inter-jurisdictional, etc.)</i>
<ul style="list-style-type: none"> • • • • •
Special Features: <i>(List any special features that makes this position unique compared to similar positions.)</i>
<ul style="list-style-type: none"> • • •

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Core Competencies: <i>(Key contributor competencies)</i>	Minimum Required <i>(proficiency needed from 1 to 10 1=low, 10=high)</i>	Desired Level <i>(proficiency desired from 1 to 10 1=low, 10=high)</i>
Position-Specific Competencies: <i>(Key contributor competencies specific to this position)</i>	Minimum Required <i>(proficiency needed from 1 to 10 1=low, 10=high)</i>	Desired Level <i>(proficiency desired from 1 to 10 1=low, 10=high)</i>
Technical Competencies: <i>(Competencies unique to this position – process, operational, technological, etc.)</i>	Minimum Required <i>(proficiency needed from 1 to 10 1=low, 10=high)</i>	Desired Level <i>(proficiency desired from 1 to 10 1=low, 10=high)</i>
Training & Experience: <i>(Education, training, and experience required to be successful in this position)</i>		
Education		
Special Training		
Experience		
Certification / Designation		
Review & Approval: <i>(Includes name(s) and date(s) of Position Competency Profile review and approval.)</i>		
Reviewed by:	HR	
Date Reviewed:		
Approval Signature:		