

POTENTIAL CANDIDATE COMPETENCY ASSESSMENT

Succession Planning Template

POSITION TITLE:			
Potential Candidate (Name):		Work Location:	
# of Current Direct Reports:		Current Budget Responsibilities (\$\$)	
Currently Reports to:		Years of Related Work Experience:	
Background: <i>(Please state in 2-3 sentences, how the potential candidate's experience provides a strong fit for this position)</i>			
Competency Assessment: <i>(Please assess the potential candidate's proficiency in each competency for this position)</i>			
Core Competencies: <i>(From Position Competency Profile for this position)</i>			Current Proficiency <i>(1=low, 10=high)</i>
Position-Specific Competencies: <i>(From Position Competency Profile for this position)</i>			Current Proficiency <i>(1=low, 10=high)</i>
Technical Competencies: <i>(From Position Competency Profile for this position)</i>			Current Proficiency <i>(1=low, 10=high)</i>
Related Training & Experience: <i>(Education, training, and experience relative to being successful in this position)</i>			
Education			
Special Training			
Certification / Designation			
Date Received:		Received by:	
Date Reviewed:		Reviewed by:	