

## Potential Candidate Competency Assessment- Suggested Guidelines

During the Succession Planning process, potential candidates for a key position will be identified through a nomination process, and selection to participate in the development phase decided. To assist with the development planning phase, it is important to assess the perceived readiness level of the potential candidate relative to the position competencies documented on the Position Competency Profile. Clarity on proficiency levels will enable prioritization on development actions/activities.

The Potential Candidate Competency Assessment is used to assess perceived proficiencies. Place the position title at the top of the template form, and transpose the Core, Position-specific, and Technical competencies from the Position Competency Profile for the position. While it is not critical to include all the competencies for the position, including the most significant or important ones are most helpful to the development process.

**Assessment:** Completing the Potential Candidate Competency Assessment entails making an estimated evaluation of proficiency level of each competency. It is not an exact science, only an estimation of one's competency to perform the related duties, and only used to assist in the development of the individual to improve select agreed upon proficiencies. Completion of the assessment may include:

- The leader initiating the development for the position
- The potential candidate for the position
- Current supervisor of the potential candidate (if different)
- Work peers of the potential candidate
- Other organizational leaders familiar with the potential candidate's competencies

As part of a mutual planning process for development, the first two above are required. Others may be feasible and beneficial as a 360 degree feedback tool related to perceptions at the time it is completed.

**Approach:** The approach to using the assessment should be one of caution, only to collect perception information on behalf of the potential candidate. HR or the initiating leader can meet with the potential candidate and decide on possible respondents to the 1-page assessment. Once the respondents have been identified, a request should be sent to each asking them to provide their perceptions by a decided date.

**Results:** Completed assessments should be compiled to help determine possible area for more focused development, if applicable. The sole purpose of the results are for mutual planning of development to enhance one or more competency proficiencies for the potential candidate. All anonymous compiled results should be shared with the potential candidate and initiating leader.