



## POTENTIAL CANDIDATE COMPETENCY DEVELOPMENT Leadership Planning Template

<b>POSITION TITLE:</b>			
<b>Potential Candidate (Name):</b>		<b>Work Location:</b>	
<b>Currently Reports to:</b>		<b>Years of Related Work Experience:</b>	
<b>Development Agreements:</b> <i>(Establish agreements on time commitment, development period, source of payment for associated costs, parties involved, etc.)</i>			
<b>Competency Development:</b> <i>(Select 1-3 competencies for proficiency enhancement; Decide on one or more development actions toward higher proficiency of each)</i>			
<b>Core Competencies:</b> <i>(From Position Competency Profile for this position)</i>		<b>Development Action/Activity:</b> <i>(List course, project assignment, mentoring sessions, etc.)</i>	<b>Complete by:</b> <i>(Month/Year)</i>
<b>Position-Specific Competencies:</b> <i>(From Position Competency Profile for this position)</i>		<b>Development Action/Activity:</b> <i>(List course, project assignment, mentoring sessions, etc.)</i>	<b>Complete by:</b> <i>(Month/Year)</i>
<b>Technical Competencies:</b> <i>(From Position Competency Profile for this position)</i>		<b>Current Proficiency</b> <i>(List course, project assignment, mentoring sessions, etc.)</i>	<b>Complete by:</b> <i>(Month/Year)</i>
<b>Acknowledgement/Agreement:</b> <i>(Acknowledge and agreement depicted by leader initiating the planning, the potential candidate for the future position, and HRO or HR Rep)</i>			
<b>Initiated by:</b>		<b>Date:</b>	<b>Signature:</b>
<b>Potential Candidate:</b>		<b>Date:</b>	<b>Signature:</b>
<b>Human Resources:</b>		<b>Date:</b>	<b>Signature:</b>