



Succession Planning: Profile of success for [position name]

How to use this template

After you determine which positions to start succession planning for, use this template to create a profile of the competencies, skills, and institutional knowledge required for success in this position. Once you have identified potential successors, this profile can be used to create a development plan for those individuals. This profile can also be used to identify other positions that may be qualified to succeed in this position.

Profile of [Position Title/Name]

Position Title: Series: Location:	Pay Plan: Grade Level:
Education Required:	
Work Experience:	
Core Competencies:	Technical Competencies:
Unique institutional knowledge or relationships:	
Key projects, duties or activities performed:	
Additional skills or factors:	
Plan for sharing knowledge: <input type="checkbox"/> Process documentation <input type="checkbox"/> job aids <input type="checkbox"/> job shadowing <input type="checkbox"/> mentoring <input type="checkbox"/> job rotation Other: _____	

For more information on this tool contact ian@amces.com