# 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]**

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| **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:** Process documentation job aids job shadowing mentoring job rotationOther: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |