

Employee Snapshot

Name: _____

Current role: _____

In role since: _____

With Company since: _____

Previous 3 roles: _____

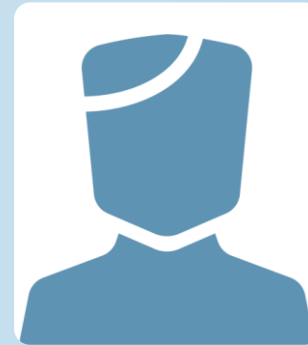
Educational background: _____

Key achievements
in current role: _____

Professional Development:
(Internal and External) _____

Cross-Functional skills: _____

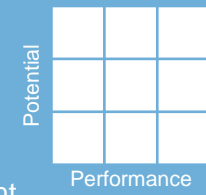
Language skills: _____



9 box Talent Grid
evaluation and
retention risk:

 Retention Flag

 9 grid assessment



Career aspirations:

Ready for next move: (timing)

Strengths:
(As they relate to career
aspirations)

Development needs:
(As they relate to career
aspirations)

Personal Development
Plan and possible
next career steps:

9 Box grid overview Operations

Potential	Accelerate	<p>New to Role</p> <p>More time needed for true assessment. No signs of concern at this point in short tenure.</p>	<p>Growth Employee</p> <p>Does extremely well at current job with potential to do more; give stretch assignments to continue assessing and help prepare for next level.</p>	<p>High Potential</p> <p>Perennial exceptional performer with the ability to advance at least 2 roles beyond current position. Consistently performs well in a variety of assignments; superstar employee.</p>
	Increase	<p>Improvement</p> <p>With coaching, could progress within level; focus on stretch goals for this employee to determine true potential.</p>	<p>Core Employee</p> <p>May be considered for job enlargement at the same level but may have not performed as well when given other opportunities.</p>	<p>High Impact Performer</p> <p>Consistently gets job done at a high level and is critical to the company's success. Desire or specific role/skill set may limit ability to advance to higher levels in the organization.</p>
	Stay	<p>Lower Performer</p> <p>May be a candidate for reassignment, reclassification to a lower level or to exit the organization.</p>	<p>Solid Performer</p> <p>Effective performer but may have reached career potential; try to coach employee on becoming more innovative, focus on lateral thinking.</p>	<p>Key Performer</p> <p>Experienced high performer but has reached limit of career potential. Still a valuable employee and leader must find way to maximize this employee's contributions.</p>
		Lower Performer	Performer	High Performer
		Performance		

9 Box Talent Grid Summary & Succession

Name and role:	Rating:	Comments:	Short-term succession			Emergency successor
			Successors ready after current role	Successors ready after 1 more role	Successors ready after 2 or more role	

Retention Risk: H Retention Flag ● No Retention Risk

Choose red if there is a retention flag issue on this person. Choose blue if there is no retention issues

Succession Plan strength definitions:

- 2 successors ready short-term
- 1 successor ready short-term
- No successors ready short-term