

Succession Planning Program Application

Template

Position: Supervisor

Succession Program Candidate Name:

###### Hello! We are pleased that you are interested in participating in the Succession Planning Program. Here is the application process:

1. Explain on this page why you are interested in working toward attaining this position.
2. Complete the assessment on the following page.
3. Submit this document, along with a current resume, to Human Resources. (Be sure your name is on the cover page.)
4. Have your supervisor complete the assessment about your competencies and submit it directly to HR

**Please indicate your level of proficiency for each competency.** **Have your supervisor complete a copy of this as well and forward directly to HR.**

| **Leadership Competencies** | **Rating** | | |
| --- | --- | --- | --- |
|  | **Needs Improvement** | **Proficient** | **Mastery (Can Teach)** |
| Strategic Focus |  |  |  |
| Continuous Development |  |  |  |
| Innovativeness |  |  |  |
| Managing Performance |  |  |  |

| **Business Competencies** | **Rating** | | |
| --- | --- | --- | --- |
|  | **Needs Improvement** | **Proficient** | **Mastery (Can Teach)** |
| Process and Product Improvement |  |  |  |
| Presentation Skills |  |  |  |
| Using Technology |  |  |  |

| **Technical Competencies** | **Rating** | | |
| --- | --- | --- | --- |
|  | **Needs Improvement** | **Proficient** | **Mastery (Can Teach)** |

|  |  |  |  |
| --- | --- | --- | --- |
| Determine Client Needs and Articulate |  |  |  |
| Create a Budget |  |  |  |
| Ability to Lead team through projects |  |  |  |