**Employee Career Development Plan (Succession Planning)**

|  |  |
| --- | --- |
|  |  |
| **Employee Name:**  | **Current Title:**  |
| **Current Department:**  |
| **Time in Service:**  | **Performance Rating:**  |
| **Current Duties:**  |
|    |
|    |
|    |
|    |
|    |
|    |
|    |
|    |
|    |

|  |  |
| --- | --- |
| **Strengths:**  | **Weaknesses:**  |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
| **Action Plan to Improve:**  |
|    |
|    |
|    |
|    |
|    |
|    |
|    |
|    |
|    |

|  |  |
| --- | --- |
| **Training Needs:** | **Goals:** |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |
|    |    |

Promotional position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Ready for promotion (circle one): Now in 1-3 years in 3-5 years