**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