



*Get focused, stay focused*

## Job Position Profile & Succession Plan CHECKLIST

Name of the Position: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Hiring Manager/ HR Manager: \_\_\_\_\_

THE JOB POSITION	CURRENT STATUS	DESIRED
EXPERIENCE		
KNOWLEDGE		
ATTRIBUTES		
COMPETENCIES		
SPECIFIC SKILLS & CERTIFICATIONS		

Internal Candidate Successor(s) Identified: \_\_\_\_\_

Job Position Curriculum Training Program has Been Developed:    **YES**    **NO**

Time Frame to Execute Succession Plan: \_\_\_\_\_

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