



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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