

Position Success Profile

1
Identify Mission
Critical
Positions

Instructions:

Once the critical positions have been identified and inventoried, the next step is to complete a Position Success Profile for each position. The Profile captures the core duties, education, experiences, competencies, and skills needed to be successful in the identified critical position. The Position Success Profile helps assess potential successors and what development is needed for a successful transition into a critical position.

Position Title:	Position Number:	
Job Title:	Job Code:	
Location:	Department/Division:	
Describe the core duties of the position:		
Describe the minimum qualifications of the position:		
Describe the preferred qualifications of the position, if applicable:		
List typical work experiences:		
List education (degrees, certifications, licensures, etc.):		
Estimate the transition time (i.e., expected time it would take to progress from a new hire in this position to an employee that is functioning at 100% capacity):		
List the key competencies or skills:		
Classification Competencies	Leadership Competencies	Technical Skills