

Critical Position Gap Assessment

Purpose:

To determine the gap between the critical position’s ideal state and the current competencies or skills of the potential successor. The Critical Position Gap Assessment will identify the potential successor’s current skills and knowledge and determine what knowledge and skills the potential successor will need in the future.

Instructions:

1. Select up to 10 skills or competencies listed below that are critical for the success of the position. Under Skill or Competency Importance, determine the importance of each skill or competency, from Very Important to Least Important.
2. Upon completion, compare these results to the **Critical Position Success Profile**, evaluating each potential successor’s current skills with the information outlined in the Critical Position Success Profile.
3. Use the Critical Position Gap Assessment as many times as necessary. Be sure to save the results for each position being assessed.

Note: The completed Critical Position Gap Assessment will set the stage for focused, strategic development of each potential successor. Also, remember to review the Critical Position Success Profile and compare the current skills to the Critical Position Gap Assessment results.

Talent Pool Position Title:	Position Number:
Reports to Position:	Department/Division:
Talent Pool Candidate:	Current Position of Candidate:

Skill or Competency Importance

Skill and/or Competency	Very Important	Somewhat Important	Least Important
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>