

PERFORMANCE & TALENT

Talent Snapshot Templates

Example Talent Snapshot templates for different purposes

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1. Template 1 - Talent Snapshot focused on Performance

Template title: Performance Review

- Has this person consistently delivered their objectives successfully over this period?
[Inconsistently Delivered / Consistently Delivered / Over-delivered]
- During check-in conversations has this person demonstrated improvement in performance and followed up on agreed actions?
[Inconsistent Improvement / Consistent Improvement / Exceptional Improvement]
- How rapidly is this person developing based on their feedback and personal development objectives?
[Lacking Pace / Consistent Pace / Exceptional Pace]
- Has this person demonstrated the company's values and expected behaviours this period?
[Below Expectations / Meets Expectations / Role Model]
- On balance, considering all these indicators of performance, how has this person performed this period?
[Off track / On Track / Exceptional]
- Add relevant comments to support your answers
[Open text]

2. Template 2 - Talent Snapshot focused on High Potential Talent Identification

Template title: Talent Review

- Does this person have a proven track record for accomplishing impressive performance results (high performance) AND have the potential to make significant further progress in their career (high potential)?

[Yes / No]

- Would there be significant negative impact for the team / business if this individual left?

[Yes / No]

- Does this person have the personal desire and drive to be Top Talent (are they willing and able to progress their career rapidly via targeted developmental experiences)?

[Yes / No]

- On balance, taking into account all these indicators, do you recommend them as High Potential Talent?

[Yes / No]

- Add relevant comments to support your answers

[Open text]

3. Template 3 - Talent Snapshot focused on Promotion / Career Planning

Template title: Career Planning and Promotion Review

- What is this person's readiness for promotion?
[Now / 6 months / 12 months / 2+ years]
- If you thought this person was a flight risk would you do everything possible to retain them?
[Yes / No]
- What is this individual's career preference for the next year?
[Stay in role / Increase in responsibility / Sideways move / Upwards move / Secondment]
- What are the key development areas that would enhance their ability to realise this career preference?
[Open text]
- Add relevant comments to support your answers
[Open text]

2. Template 4 - Talent Snapshot focused on Succession Planning

Template title: Succession Planning Review

- Is this person a potential flight risk to move either internally or outside the organisation in the coming 4-6 months?
[Unlikely Flight Risk / Possible Flight Risk / Likely Flight Risk]
- What would the impact if this role were to be unfilled for a short period (say 2-4 months)?
[Reasonable Impact / Significant Impact / Critical Impact]
- Is this a Critical Role for the organization (i.e. a critical value-creating or value-enabling role)?
[No / Yes]
- Is there an identified internal successor to fill the role?
[No / Yes]
- Who is/are the identified or possible internal successor(s) to fill the role?
[Open text]
- What targeted development plans are being put in place for key successors to become 'ready now' to fill critical roles?
[Open text]
- Have potential external successor(s) been identified?
[No / Yes]




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