# Succession Planning: Profile of success for [position name]

## How to use this template

After you determine which positions to start succession planning for, use this template to create a profile of the competencies, skills, and institutional knowledge required for success in this position. Once you have identified potential successors, this profile can be used to create a development plan for those individuals. This profile can also be used to identify other positions that may be qualified to succeed this position.

**Profile of [Position Title/Name]**

|  |  |
| --- | --- |
| **Position Title:** **Series:** **Location:**  | **Pay Plan:** **Grade Level:**  |
| **Education Required**: (Include special certifications, degrees, or licensure required for the position).  |
| **Work Experience**:  |
| **Core Competencies**:See the NIH Competency Dictionary for a comprehensive list of core and technical competencies: <https://hr.nih.gov/working-nih/competencies/competencies-dictionary> | **Technical Competencies**: |
| **Functional areas of responsibility**:  |
| **Key projects, duties or activities performed**:  |
| **Additional skills or factors**:  |