# 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]**

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| **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**: | |