

TALENT POOL REVIEW

Instructions:

Performance level — WHAT the employee does and HOW they do it. Rate each employee relative to the following criteria:

- I. Weak performer
- II. Solid performer
- III. Strong performer

Ultimate potential level — The job level the individual is capable of attaining, provided continued performance and development (under best possible conditions). Consider raw capability, motivation, and desire to succeed, and engagement to the group or organization.

- I. Current role only or possible bad fit
- II. Good fit at current level, lateral move, or upward one level
- III. Upward mobility more than one level

Readiness — Consider the individual's learning needs and potential when making this judgment.

- I. Needs greater than twelve months to develop to next move
- II. Should develop in current role for more than twelve months before next move
- III. Can take next development step within next twelve months

Talent Pool Review

	Direct report name	Performance level	Potential level	Readiness		
				I	II	III
1	Sample: John Smith	III	II		√	
2						
3						
4						
5						
6						
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8						