

FORECAST OF POTENTIAL: FORM

COMPANY-CONFIDENTIAL

Employee number	Employee name	Forecast date
Position number	Position title	Date appointed to present position
Division/Department/Location		Salary grade

1. Succession Planning

SHORT-TERM CAREER PLANNING (ONE YEAR)										
A - Promotions—Go to A B - Hold in position—Go to B C - Take other action—Go to C	A. PROMOTE NOW				B. HOLD			C. OTHER		
	Most-likely promotion: Details				Pressure to promote next year 1 - Must 2 - Should 3 - No need to	1 - Irreplaceable 2 - Most suitable 3 - Replaceable (hold) 4 - For development 5 - Too new to tell 6 - Undetermined	1 - Transfer/develop 2 - Demote 3 - Performance (improve) 4 - Outsource/place 5 - Retire	1 - Now 2 - 1 st six months 3 - 2 nd six months		
	List title (for Div/Function/Dept)			When						
	Most-likely promotion (Enter details in space below)			Month						
	Alternative promotion (Enter details in space below)			Year						
	Position no.	Title	Salary grade							
A B C					1 2 3	1 2 3 4 5 6	1 2 3 4 5	1 2 3		

LONGER-TERM CAREER PLANNING (3-5 YEARS)												
D - Promotions—Go to D E - Hold in position—Go to E F - Take other action—Go to F	D. PROMOTE FUTURE				E. HOLD			F. OTHER ACTION				
	Within 5 years, what is the highest position or level you see this individual reaching?				No. of salary grades from present 3+ - Levels 2+ - Levels 1+ - Levels 0+ - Levels	1 - Irreplaceable 2 - Most suitable 3 - Replaceable (hold) 4 - Too new to tell 5 - Undetermined	1 - Transfer/develop 2 - Demote 3 - Outsource 4 - Retire	When				
	Most-likely promotion (Enter details in the space provided below)							Month				
	Alternative promotion (Enter details in the space provided below)							Year				
	Position no.	Title	Salary grade									
	D E F								3 2 1 0	1 2 3 4 5	1 2 3 4	

2. Bench Strength

Is the employee nominated for: **High Potential?**
 Consider where the greatest value to the organization is over the next 3 years: **Supervisor/Manager** **Individual Contributor**

3. Employee Career Interest/Cross-Function or Overseas Nominations (Next 12 Months)

Position title	Position no.	Salary Grade	Function/Department	N(ominated) E(xpressed) B(oth)
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
Is the employee willing to relocate? DOMESTIC Yes No FOREIGN Yes No				

Comments on Recommended Action

Supervisor's signature Date