Employee Competency Matrix

High

Behaviours

Low Performance and High Behavioural alignment	High Performance and High Behavioural alignment
Low Performance and Low Behavioural alignment	High Performance and Low Behavioural alignment

Low — **Performance** — **High**

Employee Competency Matrix

High

Behaviours

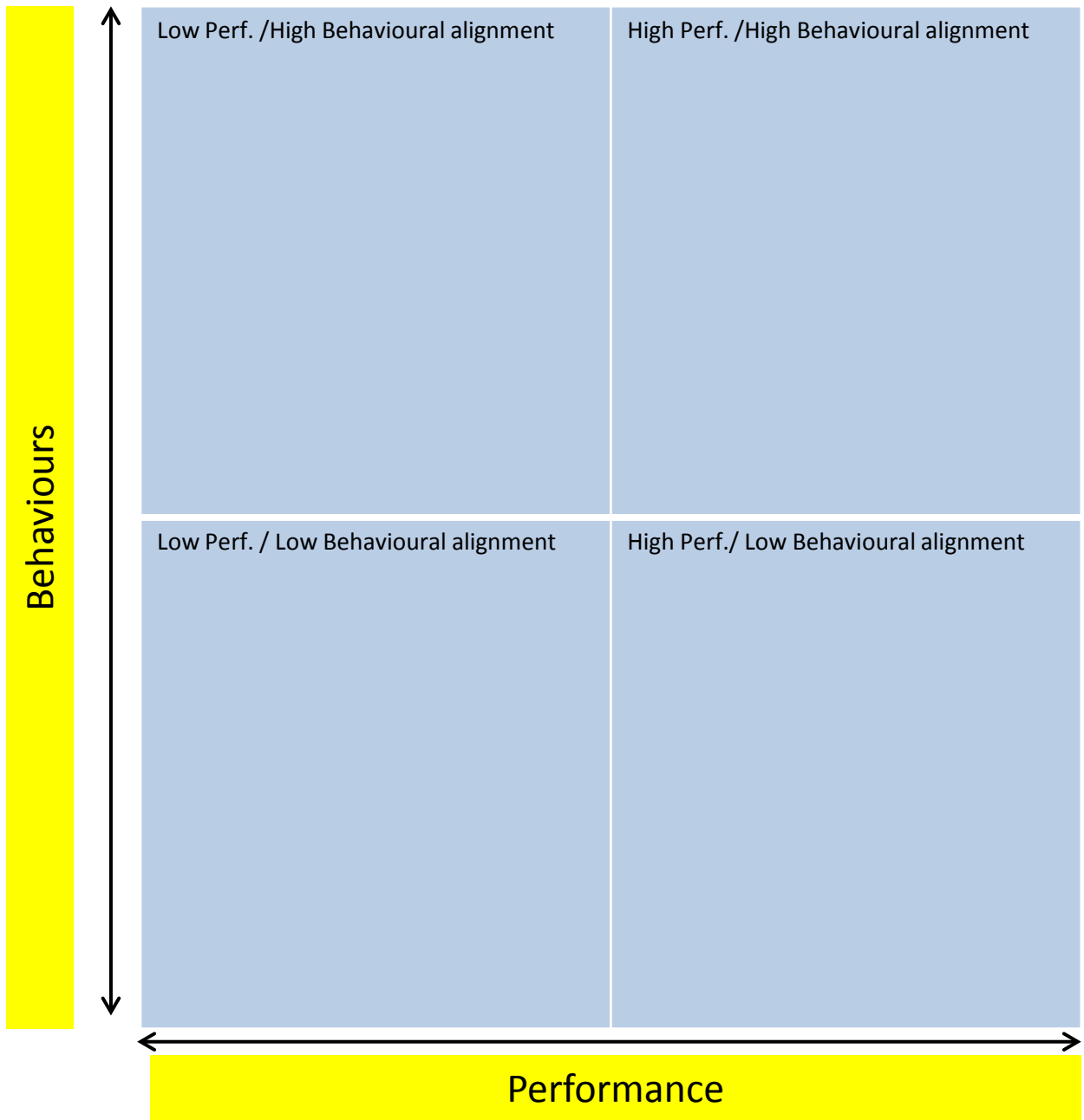| Provide skill training and coaching	Incorporate into succession planning
Exit	Provide behavioural training and coaching

Low — **Performance** — **High**

Employee Competency Matrix

Behaviours (vertical axis)

Low Perf. /High Behavioural alignment	High Perf. /High Behavioural alignment
Low Perf. / Low Behavioural alignment	High Perf./ Low Behavioural alignment

Performance (horizontal axis)

Instructions:
1. Insert employee names in the appropriate box
2. Identify those who are retiring within 1 year with (R1) next to their names
3. Identify those who are retiring within 2 years with (R2) next to their names

Employee Development Blueprint

Summarize the Employee Competency Matrix into the Blueprint for the coming year

Employees for Succession Planning:

Employees for Skills Development:

Employees for Behavioural Development:

Exit Planning: