



Key Position Worksheet

Review position to determine which positions are mission critical. Consider including contributor positions that require a particularly unique skillset, are traditionally hard to recruit, or have a high turnover rate. Evaluate the impact each position has in achieving the strategic mission, goals, and objectives, the vacancy risk and marketability of the incumbent.

Position Title:

Classification:

Position Status: Filled Vacant

Position Impact: High Medium Low

Assessments of "Position Impact" should be based on a prioritized list of the departments mission, goals, objectives, and strategic plan.

Vacancy Risk: High Medium Low

Assessment of "Vacancy Risk" should be based on factors such as incumbent's retirement eligibility, marketability, etc.