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**Talent Review and Planning Survey**

Purpose:

This survey is designed to help evaluate the talent within the organization, identify key areas for improvement, and plan workforce needs, including succession planning and development opportunities.

**Section 1: Employee Performance**

How would you rate the overall performance of your direct reports over the past year?

☐ 1 – Poor

☐ 2 – Fair

☐ 3 – Good

☐ 4 – Very Good

☐ 5 – Excellent

Which employee(s) do you consider the highest performers in your team?

What are the key strengths of your top-performing employees?

Are there any employees who are underperforming or not meeting expectations?

☐ Yes

☐ No

If yes, please elaborate on the performance gaps:

**Section 2: Talent Development and Skills Gaps**

What key skills do you believe are currently lacking within your team?

How would you rate the training and development opportunities provided to your team members?

☐ 1 – Poor

☐ 2 – Fair

☐ 3 – Good

☐ 4 – Very Good

☐ 5 – Excellent

Do you feel your team has the necessary resources to excel in their roles?

☐ Yes

☐ No

If no, please explain:

Are there any employees you believe would benefit from additional training or mentorship to grow into leadership roles?

☐ Yes

☐ No

If yes, please provide details:

**Section 3: Succession Planning & Leadership Potential**

Do you have a clear succession plan for key roles within your team?

☐ Yes

☐ No

If no, what steps do you think are needed to develop one?

Which employees do you think show strong leadership potential for the next 1-3 years?

What steps do you think the organization should take to prepare high-potential employees for future leadership roles?

**Section 4: Workforce & Diversity Planning**

Do you foresee any significant changes in your team structure (e.g., new roles, reorganization) over the next year?

☐ Yes

☐ No

If yes, please provide details:

What is the current diversity profile of your team, and how does it compare to company-wide diversity goals?

Are there any diversity-related initiatives you believe should be prioritized within your team for the upcoming year?

**Section 5:Future Planning and Organizational Needs**

What is the most critical talent needs your team will face in the upcoming year?

Instructions for Completion:

This survey should be completed by each department manager/team lead.

Please be as specific as possible, particularly in the open-ended sections, to provide the HR team with actionable insights.

Responses will be kept confidential and are intended to guide talent management and workforce planning for the upcoming year.

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