



Simple, Clear Solutions Focused on Results

Typical First-Time HRP Assessment by VP/Dept. Head

Department	Name	Title	Hire Date	HRP
Client Services	Alice Black	Service Coordinator	4/8/2008	High 1
Client Services	James Goober	Service Coordinator	12/13/2008	High 2
Client Services	Sally Jones	Service Coordinator	11/12/2007	High 3
Client Services	Jane Smith	Customer Center Manager	9/7/1991	High 4
Client Services	Henry Han	Service Coordinator	4/8/2003	Growth 1
Client Services	Greg Marcus	Inside Sales Manager	11/15/2008	Growth 2
Client Services	Joe Muddle	Inside Sales Person	12/1/1986	Growth 3
Client Services	Larry Briggs	Service Coordinator	5/7/2001	Growth 4
Client Services	Brian Budinski	Systems Administrator	11/19/2004	Growth 5
Client Services	Julia Maguire	Receptionist	6/9/2008	Retain 1
Client Services	Robert Hilton	Client Relations Supervisor	11/26/2001	Retain 2
Client Services	Walter Bench	Service Coordinator	6/14/1993	Retain 3
Client Services	Gail Mayer	Service Coordinator	7/17/2005	Retain 4
Client Services	Jeff Fisher	Client Relations Analyst	12/12/2000	Retain 5
Client Services	John Nottingham	Receptionist	4/15/2008	Retain 6
Client Services	Sarah Manner	Inside Sales Person	11/27/2007	Meets 1
Client Services	Susan Harley	Inside Sales Person	11/15/2009	Meets 2
Client Services	Corinne Idler	Office Supervisor	6/17/2008	Meets 3
Client Services	John Goldberg	Customer Liaison	4/27/2002	Meets 4
Client Services	Joseph Sonnet	Switchboard Supervisor	3/12/2008	Meets 5
Client Services	Helen Kiplinger	Service Coordinator	8/21/2008	Meets 6
Client Services	Jennifer Jenkins	Service Coordinator	12/22/2009	New 1
				Out 0

Human Resource Planning Matrix and Color Key

Category	Description
High Potential	These are your best and brightest ready to take on more now. Challenge, develop and pay well. Give stretch projects with rewards. Concentrate here!
Growth Potential	These people are keepers. They are reliable and very good at current job with promotion potential. Develop for effectiveness, keep busy and train.
Strategic Retain	Technically skilled, unique know-how you can't afford to lose. May have well homed experience in niche, but marginal upward potential. Important to keep in current role and push to share knowledge.
Meets	Doing what paid to do with normal support. May be ok for lateral. Focus on basics, reward for effort and keep efficient. Rank and scrutinize bottom 20%.
Too New	Less than three months in current assignment. Provide daily feedback, test abilities and subject to intense scrutiny during highly-structured on boarding.
Over or Out	Mismatch in current role. You would likely not rehire based on what you now know. Verify assessment and set stage to change role or dismiss.

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511 Station Square Boulevard, Lansdale, PA, 19446

www.switchhr.com / (215) 353-0658 / brian@switchhr.com