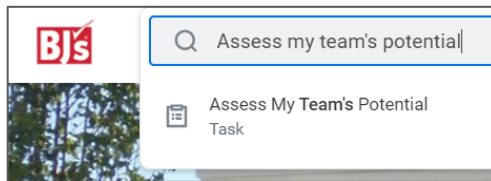


Use this job aid to assess potential for your Team Members during the annual assessment process.

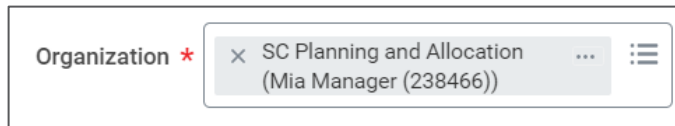
## Assess My Team's Potential

From your home screen:

1. Navigate to the search bar > type **Assess My Team's Potential**. Select **Assess My Team's Potential** from the tasks.



2. Your supervisory organization populates in the **Organization** field. If you are assessing potential for a team that reports to one of your reports, change the organization.



3. Click **OK**.
4. Provide information for each Team Member in the following columns. Click in each field to edit.
  - **Potential**
    - i. High Potential
    - ii. Moderate Potential
    - iii. Limited Potential
  - **Retention**
    - i. High Flight Risk
    - ii. Medium Flight Rick
    - iii. Low Flight Risk
  - **Loss Impact**

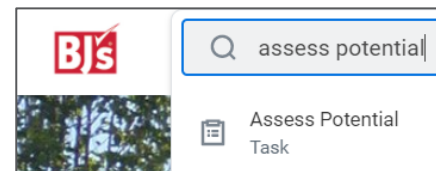
- i. Negligible
  - ii. Moderate
  - iii. Critical
  - iv. Catastrophic
- **Achievable**
    - i. Well Placed
    - ii. Expand scope in current role
    - iii. Promotable

- **Notes**
    - i. Enter notes to expand on or explain your ratings
5. Click the plus icon (+) if you would like to add a job profile for the Team Member to be considered for. Select the job profile within the job profile column.
  6. Click **Submit**.

## Assess potential for one Team Member



From your home screen:

1. Navigate to the search bar > type **Assess Potential** > select **Assess Potential** from the tasks.



2. In the **Employee** field, select the Team Member you want to assess potential for.
3. Click **OK**.
4. Provide information for the Team Member in the **Potential**, **Retention**, **Achievable**, and **Loss Impact** Fields. The options are the same as the Assess My Team's Potential task.

### Assess Potential (continued)

5. Click the down arrow  expand the **Nominations** section. This allows you to provide comments in the Notes section.
6. Click the plus sign icon  add a job profile for the Team Member. Select a Job Profile from the options provided.
7. In the **Readiness** column, select Ready Now, Ready in 1 Year (Short Term), or Ready in 2 to 3 Years (Long Term).
8. Click **Submit**.