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| **SAMPLE BENCH STRENGTH ASSESSMENT FORM** |
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| **Position Title** | **Incumbent** | **Position Impact** **(High, Med, Low)** | **Retirement Status****(A, B, C)** | **Vacancy Risk****(High, Med, Low)** | **Criticality****(1, 2)** | **# Staff Ready Now** | **#Staff Ready 1-2 yrs.** | **Succession Planning Priority (Y/N)** |
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| **Retirement Status**A – Likely within 1 yearB – Likely within 3 yearsC – Likely within 5 years | **Vacancy Risk**Based on factors such as incumbent’s retirement status or other indicators | **Criticality**1 – must “hit the ground running”2 – Very important – must be fully functional withing 6 months |

Adapted from Christian Brothers Services, Catholic School Management https://www.cbservices.org/

