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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 year  B – Likely within 3 years  C – 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/

Table

Description automatically generated