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| **Division/Bureau/Unit:** | **Completed By:** | **Date of Analysis:** |

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| **Key At Risk Employee**  **(Title & Item #)1** | **Key At Risk Function2** | **Highest Priority Skill or Competency Gaps** | **Strategies to Address Highest Priority Gaps3** | **Resources Needed to Complete Strategy4** | **Manager or Supervisor Responsible for Strategy** | **Target Completion Date** | **Progress Update** | |
| **Date** | **Comments** |
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**(*Please use additional sheets if necessary)***

**1** The focus here is on the employee

**2** The focus here is on the work and may not have an employee attached to it.

**3** Suggested responses: - Obtaining a shadow item - Cross training staff - Reclassifying item - Documenting procedures

- Automation - Reassigning or merging the functions - Formal training - Mentoring/Coaching

- Special Assignment - Other (explain)

**4** Suggested responses: - Personnel Office - Office of Information Technology Services - Training (internal and/or external; GOER, or other source**)**

- Finance - Office of Employee Relations

- Other (explain)