



## NOMINATION OF HIGH POTENTIAL CANDIDATES

As part of the MTD Group's Succession Planning program, this form has been designed to be completed by the Head of Company/Division/Department. Please nominate four (4) high potential candidates from within your Company/Division/Department to be included in the Talent Pool. Kindly rank your nominees in order of their level of potential.

### Part 1 : Details of the Head of Company / Division / Department

Name :

Designation :

Grade :

Company/Division/Department :

Joining Date :

Age :

### Part 2 : Details of Nominees – First Level

#### Nominee – 1

Name :

Designation :

Grade :

Company/Division/Department :

Joining Date :

Age :

\*Readiness Level :

#### Justification for nomination

Strength(s) :

Areas for improvement :

#### Nominee - 2

Name :

Designation :

Grade :

Company/Division/Department :

Joining Date :

Age :

\*Readiness Level :

#### Justification for nomination

Strength(s) :

Areas for Improvement :

Part 3 : Details of Nominees – Second Level		
<b>Nominee – 1</b>		
Name :		
Designation :		Grade :
Company/Division/Department :		
Joining Date :	Age :	*Readiness Level :
<b>Justification for nomination</b>		
Strength(s) :		
Areas for Improvement :		
<b>Nominee - 2</b>		
Name :		
Designation :		Grade :
Company/Division/Department :		
Joining Date :	Age :	*Readiness Level :
<b>Justification for nomination</b>		
Strength(s) :		
Areas for improvement :		
<b>Part 4 : Submission for Approval</b>		
Signature of Head of Company / Division / Department	Recommended by Group Human Capital Division	Approved by Chief Executive Officer / Chief Operating Officer / Executive Director
Date :	Date :	Date :
	Remarks:	Remarks :

**\*Note:**

Readiness Level	Description
Readiness 1	Able to replace position incumbent or assume duty immediately or within one (1) year.
Readiness 2	Possesses competencies to replace incumbent within next two (2) years.
Readiness 3	Possesses competencies to replace incumbent within next five (5) years.