

# 9-Box Talent Review Template



## 9-Box Talent Review Template

	Low Performance	Medium Performance	High Performance
High Potential	5. Capable of performing at a much higher level but may be unaware of this potential. May have very limited confidence, motivation, or training despite high intelligence and ability level.	2. Has a high capacity to grow and assume greater responsibility, with the right training. May need more motivation, confidence, and guidance.	1. Excels in current role, exceeding goals and KPIs. Is ready (or nearly ready) for a more advanced position. May need to fine-tune leadership skills or pursue stretch projects to fully prepare for this move.
Medium Potential	8. Needs a high level of guidance to grow competent in a more challenging role. May be disengaged from work or experiencing burnout.	6. Competent in current position but could achieve more ambitious goals and objectives within it. Not exceeding expectations or adequately preparing for advancement.	3. Highly effective in current role but doesn't demonstrate readiness for advancement. Could prepare for a next-level position by focusing on leadership skills.
Low Potential	9. Needs a great deal of coaching and support to improve. May be in the wrong role, dealing with burnout, or highly disengaged.	7. Competent in current role but not exceeding expectations or pursuing higher-level goals. Needs substantial training and mentoring before advancement could become possible.	4. Highly proficient in current role but shows little aptitude in skills needed for advancement. May not have adequate motivation to pursue further development.



# 9-Box Talent Review Template

## Instructions

Use the grid below to complete 9-box talent reviews for all your employees. The numbers show an employee's ranking relative to other positions on the chart, with 1 being the highest and 9 being the lowest.

## 9-Box Grid

	Low Performance	Medium Performance	High Performance
High Potential	5. Capable of performing at a much higher level but may be unaware of this potential. May have very limited confidence, motivation, or training despite high intelligence and ability level.	2. Has a high capacity to grow and assume greater responsibility, with the right training. May need more motivation, confidence, and guidance.	1. Excels in current role, exceeding goals and KPIs. Is ready (or nearly ready) for a more advanced position. May need to fine-tune leadership skills or pursue stretch projects to fully prepare for this move.
Medium Potential	8. Needs a high level of guidance to grow competent in a more challenging role. May be disengaged from work or experiencing burnout.	6. Competent in current position but could achieve more ambitious goals and objectives within it. Not exceeding expectations or adequately preparing for advancement.	3. Highly effective in current role but doesn't demonstrate readiness for advancement. Could prepare for a next-level position by focusing on leadership skills.
Low Potential	9. Needs a great deal of coaching and support to improve. May be in the wrong role, dealing with burnout, or highly disengaged.	7. Competent in current role but not exceeding expectations or pursuing higher-level goals. Needs substantial training and mentoring before advancement could become possible.	4. Highly proficient in current role but shows little aptitude in skills needed for advancement. May not have adequate motivation to pursue further development.

# Was this helpful?

Take the next step.



## 360 Leadership Assessment Template

[GET YOUR FREE TEMPLATE](#)

---



## Mid-Year Review Template

[GET YOUR FREE TEMPLATE](#)

Looking for an online tool to run project reviews?

[Try Primalogik for free!](#)