

Role Name		Executive Trainee-Talent Management		
Role Description				
Role purpose		To carry out the Talent Management work as per process for T 7-Float, T 16-Arch and Float & Arch Sales (DSO) teams		
Reporting To				
Document created by				
Responsibilities				
Heads		KRA (Key Result Areas)	KPI (Key Performance Indicators)	
Talent Assessment	Skip Level Feedback	Finalizing The List Of Individuals (DH Level) Whom Skip Level Feedback Meetings Have To Be Conducted With Participant List.	Briefing About The Objectives ,Process, Role And Process Of Feedback Etc . .	
		Review Of Id And Competencies To Collect Feedback.		
		Preparation Of Calendar And Communication Through The Sending Schedule With The Participants And The Reporting Manager With Required Documents (Finalized Skip Level Feedback Form)		
	Stay Interviews	Finalizing The List Of Individuals whom stay interviews need to be done	Briefing about the objectives, process, Role to department heads.	
		Preparation Of Calendar and sharing with department head and the participants.		
		Communication to individual through mail with clear contention objective.	Conducting interview as per finalized plan	
		Review of action plan		
	Conducting Development Centre(for competency mapping)	Conducting DC	Assist in preparation of action plan on development need.	
		Review of plan on regular basis		
Succession Planning	Talent Review	Preparation of plan for talent review	Briefing plant head, department head about objective of activities, process his role etc.	
		Identification of critical position and critical person	Sharing the succession working documents with department head for which department/unit succession assessment and plan need to prepared. Briefing how to fill the working document, clarity on each parameter mentioned	
		Communicating the plans to the department heads	Report compilation and validation for the location	
		preparation of Action plan at location level		
	Career Planning Discussion	Making and sharing the calendar	Career planning discussion with Critical person and Reporting head	
		Finalization of career path for individual		
Training & Development	Training Need Identification	TNI- Training need should capture the needs identified in Skip interviews, Stay Interviews, D.C, PMS, Skill Matrix, Succession Plan, Other changes, w.r.t Technology, Process, Organization Structure, Changes in internal & external environment(Rules etc.) etc.		
		Monitoring of Calendar and Preparation of Action plan for gap between Actual vs. planned		
MIS & Analysis	Talent Management MIS	Monthly report on the TM initiatives		
		Weekly progress report on the TM initiatives on every Friday		
	Training MIS	Preparing annual training calendar for Vashi office in consultation with the respective stakeholders after the completion of annual appraisal cycle		
		Preparation of training Mandays Report ,Report of Effectiveness ,Gap report plan vs. Actual		
REQUIREMENTS				
Knowledge		Experience (Number of years)		
Skills		Qualification		
INTERACTION				
Internal	Customers	Other External parties/Vendors		