



## Talent Card

### Introduction: How to Use This Template

The Talent Card is a concise, at-a-glance profile that captures candidates' skills, performance, and experiences. It is designed to support evidence-based discussions and the creation of targeted development plans. This Talent Card is completed jointly by the candidate and their Line Manager to ensure a balanced, accurate, and well-rounded view of the individual's capabilities.

This document is completed after recruitment into the succession pool. The talent card details will inform the development plans.

## Employee Information

<b>Employee Name</b>		<b>Insert Photo Here (Optional)</b>
<b>Current Position</b>		
<b>Ministry/Portfolio</b>		
<b>Manager Name &amp; Title</b>		
<b>Time in Current Position</b>		
<b>Time in Organization</b>		

## Employee Career Goals

<b>Aspirational Career Goals</b>	
<b>Willingness to Move across Ministry/Portfolio (If Applicable)</b>	

Key Role Interests		

## Professional Experience and Education

Previous Experience (Internal)	
Previous Experience (External)	
Education	
Credentials/Certifications	

## Achievements

Key Accomplishment	Detail

## Competencies

CIG Core Competencies	Proficiency Demonstrated	Examples
Delivering Results		

Building Capabilities		
Working Together		
Key Role Specific Competencies	Proficiency Demonstrated	Examples
Strategic Direction and Execution		
Performance and Talent Management		
Leading Through Change		
Data Literacy & Analytics		
Technical HR Expertise		
Digitally Aware		

## Performance

Performance Indicator (over the past 3 years)	Period	Result
Annual Appraisal Rating		
Annual Appraisal Rating		
Annual Appraisal Rating		

## Other Assessment Results

Assessment	Results


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For acceptable use of this template, refer to Cayman Islands Succession Planning Policy Guide and the Talent Development Process and Tools guideline.

## **Privacy Notice: 360 Review**

The Civil Service College respects your privacy and takes care in protecting your personal data. As a data controller, we comply with the Cayman Islands Data Protection Act (2021 Revision).

### **What personal data we collect**

We will collect your contact details (name, work email) in order to facilitate your voluntary participation in the 360 Review program.

Our third-party contractor will also collect your contact details (name, work email), as well as personal data of the person being evaluated, in the form of personal opinions submitted by colleagues. As a data controller, our contractor will comply with all requirements of the Data Protection Act (2021 Revision). More details about the contractor's privacy programme can be found here:

<https://hr.mcleanco.com/terms/privacy>

### **Why do we collect this information and what do we do with it?**

We need to collect, use, and store your personal data in order to provide employees with a mechanism to give and receive meaningful, relevant feedback to support the ongoing development of employees. Our legal basis for the collection of your personal data is for a public function, and legitimate interests in the development of our employees.

We may also produce statistics on the total number of feedback opportunities attained by employees, but this does not include any personal data about you or the specific details of your participation.

### **Who has access to your personal data?**

One staff member of the Portfolio of the Civil Service will receive a copy of the final aggregated/themed report, with the specific comments removed. Our contractor will also have access in order to facilitate the programme.

### **How long do we hold your personal data?**

Personal data are held in accordance with an approved Disposal Schedule.

### **What are your rights? You have the right to:**

- Ask for any incorrect information we hold to be put right.
- Ask us not to use your personal information any more.
- Ask us to delete your personal information.
- Request details of the information we hold about you.

Still have data protection questions? Please contact the Portfolio of the Civil Service Information Manager at [FOI.POCS@gov.ky](mailto:FOI.POCS@gov.ky)

**Last updated: November 14, 2025**

