




## Talent Card

### Employee Information

<b>Employee Name</b>	Jane Doe	Insert Photo Here (Optional) 
<b>Current Position</b>	Manager HR	
<b>Ministry/Portfolio</b>	Ministry of Health	
<b>Manager Name &amp; Title</b>	Nadia Smile, Director HR	
<b>Time in Current Position</b>	3 years	
<b>Time in Organization</b>	7 years	

### Employee Career Goals

<b>Aspirational Career Goals</b>	Senior Human Capital leader with strategic oversight of a department.	
<b>Willingness to Move across Ministry/Portfolio (If Applicable)</b>	Yes <u>or</u> No	
<b>Key Role Interests</b>	Director, Human Resources	
	Chief Human Resource Officer	

### Professional Experience and Education

<b>Previous Experience (Internal)</b>	HR Manager (2022- 2025)
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Previous Experience (External)	Snr. HR. Mgr. (2019- 2022) HR Coordinator (2015- 2019)
Education	MBA Business Mgmt.- Roberts University Bachelors in Education- University of the W.I.- Trinidad
Credentials/Certifications	SHRM CIPD Fellow

## Achievements

Key Accomplishment	Detail
Top Employee Engagement Results- 3 Successive Years	Average 11% improvement in EE over the past 3 years
Process improvement	Designed the 1st recruitment report/dashboard to support manpower planning
Employee of the Month	For exemplary demonstration of company values.

## Competencies

CIG Core Competencies	Proficiency Demonstrated	Examples
Delivering Results	Level 3	
Building Capabilities	Level 3	
Working Together	Level 3	
Key Role Specific Competencies	Proficiency Demonstrated	Examples
Strategic Direction and	Level 4	

Execution		
Performance and Talent Management	Level 4	
Leading Through Change	Level 3	
Data Literacy & Analytics	Level 4	
Technical HR Expertise	Level 3	
Digitally Aware	Level 3	

## Performance

Performance Indicator (over the past 3 years)	Period	Result
Annual Appraisal Rating	Year 2024	Exceed Expectations
Annual Appraisal Rating	Year 2023	Exceed Expectations
Annual Appraisal Rating	Year 2022	Meet Expectations

## Other Assessment Results

Assessment	Results
360 Assessment	Strengths: Strategic Leadership, Performance Management Developmental Areas: Collaboration, Decision-Making

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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**

