

9-Box Grid Template

A printable and fillable team grid for a focused talent review conversation.

REVIEW / MEETING

TEAM / FUNCTION

DATE

FACILITATOR

SCOPE + TIMEFRAME

USE THE GRID AS A SNAPSHOT

Define the criteria first. Performance is current-role evidence; potential is for a specified future scope and timeframe. Unknown evidence is not low potential. There is no forced distribution, and specialist growth is valid.

Team placement snapshot

POTENTIAL FOR SPECIFIED FUTURE SCOPE / TIMEFRAME	High potential Low performance 	High potential Moderate performance 	High potential High performance
	Medium potential Low performance 	Medium potential Moderate performance 	Medium potential High performance
	Low potential Low performance 	Low potential Moderate performance 	Low potential High performance
	LOW	MODERATE	HIGH

PERFORMANCE IN CURRENT ROLE

Enter one name or employee ID per line. Keep placements provisional and evidence-linked.

BEFORE YOU FINALIZE

Attach a short rationale to each placement, check more than one perspective, and record an action or evidence gap. Revisit the grid when circumstances or skills change.