

## 1. What knowledge will you transfer?

Consider categories such as unwritten guides to the work process, successful and unsuccessful key strategies, core product knowledge, key customer profiles, market profiles and trends and systems capabilities.

## 2. What is the business value in this transfer?

Explain the positive impacts to the business for documenting and transferring this knowledge, and the possible negative consequences of not doing so.

## 3. To whom will you transfer the knowledge and what method will you use?

Be specific for each major category of knowledge transfer.

## 4. How will you measure the success of knowledge transfer?

Develop both metrics and a process for measuring the various transfer processes you describe.

If you submit a version of this form as part of your overall proposal, you should seek to have a version of the statement and signatures below included in that document.

*I understand we will evaluate my knowledge transfer process on a regular basis and at least after three and six months from the start of this arrangement. I understand my role and my participation in this new arrangement program is on the basis of employment at will. This simply means that I and the Company have the right to terminate the employment relationship at any time and for any reason. My request to modify full-time status will not lead to any retaliation or adverse treatment.*

Associate Signature

Date

Manager Signature

Date