**Pegasus Programme**

**Level 3a Nomination Checklist**

**Communication & Interpersonal Skills**
*Does the individual communicate effectively with a range of colleagues?*

**WHAT TO LOOK FOR:**

- Well developed listening skills; doesn’t interrupt, and uses appropriate body language to build rapport
- Can ‘stand up for’ own point of view where appropriate and deal assertively with others
- Can adapt their approach to communication depending on the context, and deal with tact and diplomacy with others
- Where the use of written communication is a job requirement, it is accurate, organised, clear; the nominee can organise and edit material for inclusion in reports and documents.

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<th>Little Evidence</th>
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**Comments** *(optional)*
Liaison, Influence & Teamworking

Has the individual developed effective ways of working within their own team and with other colleagues?

WHAT TO LOOK FOR:

Receives positive feedback from colleagues in own and other work areas, indicating an interpersonal style that others find engaging;

Responsive to requests and proactive in reaching out to other work areas to resolve emerging problems

Liaises effectively within and outside team to support the work of their unit

Builds a network of people who can help

Comments (optional)

Problem-Solving and Initiative

Has the individual taken the initiative in generating ideas to make practical improvements in their working area?

WHAT TO LOOK FOR:

Takes ownership of own area of work and responds quickly to problems or challenges
Takes the initiative to put forward proposals to make improvements in systems or processes

Responsive to ideas for change and improvement; building on others’ ideas to make things happen rather than simply looking at the potential problems

Is flexible and resourceful in responding to crises; maintains composure in coping with setbacks and adversity – stays calm!

**Comments (optional)**

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**Planning, Management & Personal Organisation**

*Does the individual demonstrate high levels of personal productivity in getting things done effectively and quickly?*

**WHAT TO LOOK FOR:**

Operates as an individual, organising and planning own work activities

May be recognised as the main point of contact for a particular process, system or procedure

High levels of personal organisation and time management to keep on top of work load

Takes personal responsibility for problems, putting in additional time and effort to put things right

**Comments (optional)**
Customer Service and Engagement

Does the individual demonstrate a “service mind-set”, looking to make a positive difference to others and to the wider College?

WHAT TO LOOK FOR:

Feedback from “customers”, internal and external stakeholders is consistently positive about his/her contribution and impact

Little Evidence Moderate Evidence Strong evidence

Resolves issues/ problems/ queries independently and provides advice and guidance to ensure that a high quality of service is maintained

Little Evidence Moderate Evidence Strong evidence

Recommends alternative sources of information, using judgement when to refer upward.

Little Evidence Moderate Evidence Strong evidence

Is willing to go “the extra mile”, displaying initiative and taking responsibility for making things happen quickly

Little Evidence Moderate Evidence Strong evidence

Comments (optional)
**Motivation and Self Development**

*Has the individual displayed an interest in developing their skills and in progressing their career through proactive personal/professional development?*

**WHAT TO LOOK FOR:**

Motivated to keep skills up to date and develop depth or breadth of knowledge in a particular area, through training and/or learning from more experienced colleagues.

Learns from mistakes; responsive to feedback from others

Motivated to make a difference and take on extra responsibility

Committed to own development; takes up opportunities inside and outside work for development and learning

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Nominee’s Supporting Statement (max 1 side of A4)

Describe any contributions you currently make either within or outside your team that demonstrate wider capabilities and go beyond the immediate requirements of your job

Describe the key learning points in your career to date

What do you think you / your department would gain from your participation in the Pegasus Programme?