



## SELECTION CRITERIA: BE YOUR OWN TALENT SCOUT

Print and complete this questionnaire for each of your most talented employees. The results can be used to compare individuals and determine a shortlist of candidates most suitable for Talent Pool membership.

<b>Knowledge and Experience:</b> <i>Does the individual...</i>	Always	Sometimes	Never
possess knowledge of great value to the organisation?			
learn from experience in order to improve their future performance?			
possess a breadth of information across business functions?			
have a great understanding of customer needs and expectations?			
have a good understanding of the target markets that they work within?			
keep themselves up to date and abreast of changes in the market place?			
<b>TOTAL SCORE</b>			

<b>Drive and Energy:</b> <i>Does the individual...</i>	Always	Sometimes	Never
persevere in the face of obstacles and disappointments?			
volunteer to be involved in challenging and high profile projects?			
take the initiative to explore new ideas and ways of working?			
prepare to rise to new challenges even when it may be outside their area of expertise?			
work industriously, dynamically and is committed to deliver results on time to the expected standard?			
influence and persuade others, taking people with them?			
motivate others through projecting energy, enthusiasm and vitality?			
<b>TOTAL SCORE</b>			

<b>Pride and Responsibility:</b> <i>Does the individual...</i>	Always	Sometimes	Never
go above and beyond what is asked for, setting high personal standards and exceeding customer's expectations?			
keep abreast of new innovations and thinking in their field, identifying opportunities to apply these?			
challenge the status quo by asking questions and suggesting ideas?			
actively support the interests of the organisation?			
commit to continually updating professional skills for themselves and others?			
demonstrate respect and courtesy for people at all levels irrespective of status and position in the organisation?			
honour their promises and commitments to others?			
take responsibility for their decisions and actions?			
give credit where it is due?			
accept responsibility when things go wrong?			
<b>TOTAL SCORE</b>			

<b>Ability to Deliver Results</b> <i>Does the individual...</i>	Always	Sometimes	Never
excel in a crisis, is able to keep things moving, and get things back on track?			
communicate in a confident and assertive manner?			
seek to change and improve to find easier, better, quicker ways of doing things?			
delegate responsibility and control effectively?			
communicate in a clear and inspiring way?			
set priorities clearly and stay focussed on achieving them without being distracted by new initiatives?			
anticipate problems allowing time for contingencies?			
have effective systems so information can be stored and retrieved easily?			
respond promptly to requests and calls?			
generate a broad range of responses to external challenges?			
able to see the longer term impact and wider implications of their decisions?			
<b>TOTAL SCORE</b>			