

### Grade 3 promotion criteria

The criteria below set out what you need to do to demonstrate you meet the entry level to grade 3. Please address all of the criteria in section A **and** choose one of the criteria within section B **and** one of the criteria in section C.

Please read the document called Guidance for Promotion to Grade 3 before completing the application form.

#### Section A

Please describe how you meet **each of the** criteria in this section, using examples as appropriate.

A1	You communicate clearly with people
A2	You are an effective team member helping and supporting others in your team and taking part in discussions about the service
A3	You are involved in decisions about your own area of work and your immediate team and provide information to help others make decisions
A4	You are able to carry out most of your day-to-day activities without checking with others

#### Section B

Choosing **one** of the following criteria, and using examples as appropriate, please describe how:

B1	You provide information that needs careful explanation and make sure that it is understood, adapting the information as necessary depending on who you are communicating with
B2	You routinely use high levels of dexterity, significant concentration or physical skills

#### Section C

Choosing **one** of the following criteria, and using examples as appropriate, please describe how:

C1	You help to find ways to improve the service provided by your team
C2	You work in a potentially hazardous environment and need to follow specified health and safety procedures

Notes for applicants: All staff are expected to operate in line with the University values and standards