

## 2022 CDSA RATING SHEET GUIDE

Rate nominee only on the three criteria the nominator addressed.

Assign scores according to how the nominee compares to others in this group.

### 1. Demonstrates excellence in overall work performance

- Accepts responsibilities and performs duties above and beyond what is normal expected
- Works extra hours to help complete a critical work project
- Demonstrates extensive knowledge and competence in a wide array of work related topics
- Uses knowledge and expertise to troubleshoot/solve problems quickly
- Completes tasks with little description, direction, or supervision
- Exhibits a high degree of professionalism and serves as a checkpoint for quality control

1                      2                      3                      4                      5  
AVERAGE                      ABOVE AVERAGE                      OUTSTANDING

### 2. Promotes positive morale by displaying a congenial, supportive attitude and providing service to others

- Interacts with others in a positive, enthusiastic, and cheerful manner
- Commands the respect of co-workers, supervisor, students, and clients alike
- Assists others with both personal and professional challenges that impact work life
- Remains calm and assured in a crisis while helping others get through the crisis
- Provides services which are outside the scope of normal work duty
- Acts as a team player and encourages teamwork in others

1                      2                      3                      4                      5  
AVERAGE                      ABOVE AVERAGE                      OUTSTANDING

### 3. Puts forth an effort to improve self as well as develop and recognize others

- Acts as a mentor for others by providing advice, guidance, feedback, and encouragement
- Helps to integrate new employees or supervisors into the work environment
- Shares personal knowledge and skills with others in an effort to train them
- Serves as a positive role model for others
- Recognizes others' special events and/or accomplishments, either publicly or privately
- Takes the initiative to improve individual skills and knowledge

1                      2                      3                      4                      5  
AVERAGE                      ABOVE AVERAGE                      OUTSTANDING

**4. Exhibits initiative and creativity which lead to improved operating efficiency of the department and/or university**

- Suggest and/or develops a new work method that increases productivity, and saves time and money
- Reorganizes work to increase effectiveness
- Eliminates unnecessary steps or actions for delivering services
- Identifies and addresses work problems

1                      2                      3                      4                      5  
**AVERAGE**                      **ABOVE AVERAGE**                      **OUTSTANDING**

**5. Enhances the image of the department and/or university**

- Serves on university-related committees that promote the department/university and its staff, students, and clients
- Works with groups outside the department/university to promote the welfare of staff, students, and clients
- Performs work that has brought attention and distinction to the department/university
- Develops a process or program that is limited in other departments/universities

1                      2                      3                      4                      5  
**AVERAGE**                      **ABOVE AVERAGE**                      **OUTSTANDING**