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**