2024 CSEA Nomination Criteria

1. Demonstrates excellence in overall work performance
   - Accepts responsibilities and performs duties above and beyond what is normally 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

2. Puts forth an effort to improve self as well as to 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

3. Exhibits initiative and creativity resulting in improved operating efficiency of the department and/or university
   - Suggests 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

4. Enhances the reputation 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