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

Last Modified: April 22, 2024