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|  | President’s Employee of the Year Award - Rubric | | | | |
| Criteria | Outstanding (4) | Exceeds Expectations (3) | Successful (2) | Limited (1) | Blank or  Off Topic (0) |
| 1. **Job Performance:**   Definition: Completion of work tasks that exceed expectations in the following criteria areas  Criteria (For Example):   * Competence * Commitment * Contribution * Consistency in meeting deadlines | Nominator provided specific and measurable examples of nominee’s job performance that far exceeded the criteria, and documented that this occurred on a consistent basis. | Nominator provided specific and measurable examples of nominee’s job performance that exceeded the criteria, and documented that this occurred on a frequent basis. | Nominator provided specific examples of nominee’s job performance, however, the examples provided did not fulfill all of the criteria. | Nominator provided limited information and description of nominee’s job performance. Examples provided were vague and immeasurable. Letters of support did not corroborate | No example provided, or example provided is off-topic. |
| 1. **Customer Service (Internal and/or External):**   Definition: Delivery of customer service that exceeds expectations in the following criteria areas  Criteria (For Example):   * Willingness to assist * Attitude in assistance * Ability to communicate successfully with individuals from different backgrounds, etc. | Nominator provided specific and measurable examples of nominee’s customer service that far exceeded the criteria, and documented that this occurred on a consistent basis. | Nominator provided specific and measurable examples of nominee’s customer service that exceeded the criteria, and documented that this occurred on a frequent basis. | Nominator provided specific examples of nominee’s customer service, however, the examples provided did not fulfill all of the criteria. | Nominator provided limited information and description of nominee’s customer service. Examples provided were vague and immeasurable. Letters of support did not corroborate | No example provided, or example provided is off-topic. |

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| Criteria | Outstanding (4) | Exceeds Expectations (3) | Successful (2) | Limited (1) | Blank or  Off Topic (0) |
| 1. **Teamwork:**   Definition: contributing towards a common goal and optimizing the skills and knowledge of all individuals in ways that exceed expectations in the following criteria areas  Criteria (For Example):   * Collaboration * Cooperation * Communication | Nominator provided specific and measurable examples of nominee’s teamwork that far exceeded the criteria, and documented that this occurred on a consistent basis. | Nominator provided specific and measurable examples of nominee’s teamwork that exceeded the criteria, and documented that this occurred on a frequent basis. | Nominator provided specific examples of nominee’s teamwork, however, the examples provided did not fulfill all of the criteria. | Nominator provided limited information and description of nominee’s teamwork. Eprovided xamples were vague and immeasurable. Letters of support did not corroborate | No example provided, or example provided is off-topic. |  |
| 1. **Leadership/Initiative**   Definition: readiness and ability to initiate action to achieve goals, demonstrating authenticity, engagement, vision, imagination, and valuation of colleagues/institution  Criteria (For Example):   * Creativity * Direction * Respect | Nominator provided specific and measurable examples of nominee’s leadership and/or initiative that far exceeded the criteria, and documented that this occurred on a consistent basis. | Nominator provided specific and measurable examples of nominee’s leadership and/or initiative that exceeded the criteria, and documented that this occurred on a frequent basis. | Nominator provided specific examples of nominee’s leadership and/or initiative however, the examples provided did not fulfill all of the criteria. | Nominator provided limited information and description of nominee’s leadership and/or initiative. Examples provided were vague and immeasurable. Letters of support did not corroborate | No example provided, or example provided is off-topic. |

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