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 <u>far exceeded</u> the criteria and documented that this occurred on a <u>consistent</u> basis.	Nominator provided specific and measurable examples of nominee's job performance that <u>exceeded</u> the criteria and documented that this occurred on a <u>frequent</u> basis.	Nominator provided specific examples of nominee's job performance, however, the examples provided did not fulfill all 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.
2) 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 <u>far exceeded</u> the criteria and documented that this occurred on a <u>consistent</u> basis.	Nominator provided specific and measurable examples of nominee's customer service that <u>exceeded</u> the criteria and documented that this occurred on a <u>frequent</u> basis.	Nominator provided specific examples of nominee's customer service, however, the examples provided did not fulfill all 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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3) 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 <u>far exceeded</u> the criteria and documented that this occurred on a <u>consistent</u> basis.	Nominator provided specific and measurable examples of nominee's teamwork that <u>exceeded</u> the criteria and documented that this occurred on a <u>frequent</u> basis.	Nominator provided specific examples of nominee's teamwork, however, the examples provided did not fulfill all the criteria.	Nominator provided limited information and description of nominee's teamwork. Provided examples were vague and immeasurable. Letters of support did not corroborate	No example provided, or example provided is off topic.
4) 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 <u>far exceeded</u> the criteria and documented that this occurred on a <u>consistent</u> basis.	Nominator provided specific and measurable examples of nominee's leadership and/or initiative that <u>exceeded</u> the criteria and documented that this occurred on a <u>frequent</u> basis.	Nominator provided specific examples of nominee's leadership and/or initiative however, the examples provided did not fulfill all 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.