



University of Colorado Staff Council

Staff Excellence Award: Rubric

Staff Excellence is described as the quality of being outstanding or going beyond an individual’s job duties.

This may include:

- Taking on projects outside the scope of job duties.
- Participation in University activities such as Staff Council, Leadership groups, Committees, Pilot Programs, etc.
- Generating new and innovative ideas in the workplace.
- Participation in outside activities that benefit the job or the University such as professional organizations, Charity organizations, etc.

Below is an outline of the rubric that will be used to rate each nominee.

Outstanding (4)	Exceeds Expectations (3)	Successful (2)	Limited (1)	Blank/Off Topic (0)
Nominator provided specific and measurable examples of nominee’s excellence within the past 3-years that far exceeded the criteria, and documented that this occurred on a consistent basis.	Nominator provided specific and measurable examples of nominee’s excellence within the past 3-years that exceeded the criteria, and documented that this occurred on a frequent basis.	Nominator provided specific examples of nominee’s excellence within the past 3-years; however, the examples provided did not demonstrate a consistent or frequent basis.	Nominator provided limited information and description of nominee’s excellence within the past 3-years.Examples provided were vague and immeasurable.	No example provided, or example provided is off-topic.