

Outstanding Staff Award Rubric

Award Criteria	Inadequate 0	Fair 1	Proficient 2	Outstanding 3
<ul style="list-style-type: none"> ○ Administrative Materials Complete ○ Nomination/Application ○ Required Letters of Support <p>Note: Letters of support submitted as one PDF on the online nomination form.</p>	<p>Indicator: no evidence is demonstrated</p> <p>One or more required items is missing from the submission. Incomplete packet is less than 3 letters of support.</p> <p>Application automatically ineligible for further evaluation or Consideration</p>	<p>Indicator: some evidence is demonstrated</p> <p>Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.</p>	<p>Indicator: most evidence is demonstrated; meets expectations</p> <p>Nomination letter outlines candidate's qualifications using specific behavior-based examples. There are no additional comments from others. All materials have been submitted and are complete.</p>	<p>Indicator: all evidence is demonstrated; exceeds expectations</p> <p>Nomination letter outlines candidate's qualifications with specific behavior-based examples, including examples from others (colleagues, students and or the public) as well as quotes/comments. All materials have been submitted and are complete.</p>
<ul style="list-style-type: none"> • Does the nominee demonstrate efforts in staff development or affirmative action? 	<p>Nominee has no evidence through submitted material.</p>	<p>Nominee has some evidence as demonstrated through submitted material.</p> <p>Commentary is broad based.</p>	<p>Nominee has compelling evidence as demonstrated through submitted material.</p> <p>Specific examples are included.</p>	<p>Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee. Specific examples or quotes from colleagues, community partners, or students are provided.</p>
<ul style="list-style-type: none"> • Does the nominee exceed expectations of their job description that contribute to the effectiveness and efficiency of CALES operations? 	<p>Nominee has no evidence through submitted material.</p>	<p>Nominee has some evidence as demonstrated through submitted material.</p>	<p>Nominee has compelling evidence as demonstrated through submitted material.</p> <p>Specific examples are included.</p>	<p>Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee. Specific examples or quotes from</p>

		Commentary is broad based.		colleagues, community partners, or students are provided.
<ul style="list-style-type: none"> Does the nominee provide assistance to faculty, students and the public consistently and respectfully? 	Nominee has no evidence through submitted material.	<p>Nominee has some evidence as demonstrated through submitted material.</p> <p>Commentary is broad based.</p>	<p>Nominee has compelling evidence as demonstrated through submitted material.</p> <p>Specific examples are included.</p>	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee. Specific examples or quotes from colleagues, community partners, or students are provided.
<ul style="list-style-type: none"> Does the nominee exhibit most or all of the following qualities/skills: <ol style="list-style-type: none"> Effective Communication/listening skills Critical thinking Problem-Solving Social awareness/empathy Responsibility/Accountability Reliability and follow-through 	Nominee has no evidence through submitted material.	<p>Nominee has some evidence as demonstrated through submitted material.</p> <p>Commentary is broad based.</p>	<p>Nominee has compelling evidence as demonstrated through submitted material.</p> <p>Specific examples are included.</p>	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee. Specific examples or quotes from colleagues, community partners, or students are provided.
<ul style="list-style-type: none"> Does the nominee participate in University related activities or committees? 	Nominee has no evidence through submitted material.	<p>Nominee has some evidence as demonstrated through submitted material.</p> <p>Commentary is broad based.</p>	<p>Nominee has compelling evidence as demonstrated through submitted material.</p> <p>Specific examples are included.</p>	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee. Specific examples or quotes from colleagues, community partners, or students are provided.