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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 areasCriteria (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 areasCriteria (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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