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| Criteria | Shape, circle  Description automatically generated**Excellent (3pts)**  Nominator provided specific details and examples about how the student exceeded the criteria listed | **Good (2pts)**  Nominator provided specific details and examples about how the student met the criteria listed | **Fair (1pt)**  Nominator provided specific details about the nominee’s job contributions but did not clearly relate it to the criteria listed |
| Diversity & Inclusion | Demonstrates a willingness to examine own biases, assumptions, and attitudes; responds with curiosity when someone expresses an idea, even if he/she/they disagree; proactively seeks opinions of all impacted parties. Looks for diversity in backgrounds, tenure, experience; invites others into projects, discussions and problem solving | Acknowledges the support and contributions of others in achieving results; demonstrates empathy and compassion for others; is flexible, open and receptive to new information, ideas and approaches; shows respect and value for the unique contributions of each associate. | Demonstrates a willingness to listen to and accept new ideas, alternatives and perspectives; Values and supports differences in others, contributing to an inclusive work environment; |
| Impact | Expands job's role in a positive way; Makes a distinctive contribution that will have a lasting positive impact on the department / university | Suggests and helps implement an idea that has a positive, tangible impact on the department or brings positive recognition to the department. | Performs at a higher level than most student employees; raises the bar. |
| Professionalism, Effective Communication & Interpersonal Skills | Actively promotes a positive atmosphere at work; communicates skillfully and appropriately for every audience; Establishes and maintains credibility with stakeholders, customers, and teammates; aligns self with department's / university's mission and takes personal responsibility for advancing that mission; demonstrates high ethical standards; leads by example; inspires enthusiasm; maintains calm and helps diffuse difficult situations. | Collaborates well with peers, manager, department leadership and unit stakeholders; Employs appropriate methods of persuasion when soliciting agreement; addresses problems constructively; takes personal responsibility for doing a good job; goal-oriented; stays calm in difficult situations; responds constructively to feedback; and maintains sense of commitment to success, personal achievement and satisfaction. | Communicates effectively with manager, peers, department leadership and unit stakeholders; works cooperatively and has a sense of urgency and positive action; respectful of co-workers, customers/clients, and property. |
| Leadership | Student enthusiastically takes on the task of training new student employees and informally acts as a mentor; student acts as an agent of change to support the implementation of new ideas | Student will sometimes takes the leads on projects and is willing to assist with training of new staff | Student’s position requires a supervisory component, they are not resistant to change and has led a training session for fellow student employees |