

Name of candidate: \_\_\_\_\_

Reviewer(s): \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Total Points: \_\_\_\_\_

Name(s) of nominator(s): \_\_\_\_\_

Nomination(s) attached?: Yes  No

The **Pass the Torch Award** recognizes the outstanding all-around achievement of one staff member who:

- demonstrates exceptional service to the college and/or community at large (e.g. voluntary participation in community groups, boards, or charitable organizations)
- goes above and beyond in their work to help others and does so with a high degree of excellence, professionalism, and integrity
- contributing significantly to improving the overall environment and experience of the college
- Sustains a high level of productivity and consistent quality of work
- Demonstrates high level of initiative in the performance of functions
- Displays exceptional dependability.
- Maintains effective relationships with others.

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

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The **Supervisor of the Year Award** recognizes a staff member who:

- Excels at supervising their staff, department, and/or center.
- Currently supervises staff, which may include undergraduate students, graduate students, part-time employees, and/or full-time employees
- Provides leadership in creating work environments that facilitate work/life balance, professional development and performance management
- Demonstrates equitable and respectful treatment of all staff
- Motivates peers and employees

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The **Sidekick Salute Award** recognizes an outstanding co-worker. Recognition from peers is highly valued. This award acknowledges a co-worker or teammate who:

- has gone the extra mile in helping the team on a project,
- is always looking to make sure the team has everything they need,
- has performed a special act of kindness or service that has had a positive impact on the team/department
- Sustains a high level of productivity and consistent quality of work
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The **Inspirational Leadership Award** recognizes an individual who:

- inspires others, influences without authority, often putting the interests of others ahead of their own, and serve as “a champion for staff.”
- leads changes or improvements for the benefit of their peers,
- inspires and motivates others to take advantage of opportunities that enhance their professional or personal lives,
- empowers others to achieve results in support of goals and fosters an atmosphere of collaboration and creativity,
- contributes to the efficiency and effectiveness of productivity.

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The **Commitment to Excellence Award** recognizes a staff member who has contributed at least

- 10 years of service to the college. This staff member,
- Regardless of position or title, has demonstrated exceptional leadership
- Has demonstrated exemplary service to engineering students, staff, and/or the community
- Serves as a role model to others
- Goes above and beyond the requirements of the job
- Willingness to learn and take on new responsibilities
- High overall quality of work

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The **Commitment to Inclusive Community Award** recognizes an individual within the college who has demonstrated a commitment to diversity and inclusion in consideration of affordability, ability, identity, and access. The Commitment to Inclusive Community Award recipient demonstrates an exceptional understanding of diversity and inclusiveness beyond the call of duty. An exemplary candidate may possess the following qualities:

- Enhances inclusion through positive communication between persons of different backgrounds,
- Develops innovative methods for increasing and valuing diversity,
- Demonstrates outstanding efforts to promote an environment free from bias and discrimination, and/or
- Organizes and/or facilitates events promoting diversity, respect, and inclusiveness.
- Appreciates the contribution that a diverse workforce offers, and supports efforts to sustain a diverse workforce.
- Engages in work that promotes cultural competency, reflects equitable practices, and is inclusive in scope and depth.

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The **Emerging Leader Award** recognizes a staff member who, regardless of position or title, exceeds the responsibilities of their position in a manner that demonstrates a commitment to departmental success and ambition to progress in their current role. This person would possess or have the demonstrated potential to possess the following characteristics:

- Understanding of how to motivate oneself and inspire others,
- Ability to influence and persuade people at all levels,
- Ability to drive sustainable change,
- Ability to coach and provide feedback to others in a strategic and productive manner, and possess
- An understanding of how to leverage relationships and use networks to achieve results.

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The **Circle of Excellence Teamwork Award** recognizes a group or staff within an office, cross-functional group of staff, or a committee of staff members who have worked together in an exceptional manner to perform an assigned task. There is no minimum required length of employment for the group members. As a result of working as a team, the department, office, work-unit, college, or university should have benefited in one or more of the following ways:

- Specific, identifiable improved efficiencies,
- Cost savings,
- Cross-training resulting in expanding job responsibilities and improving service,
- Innovative ideas or suggestions to improve methods,
- Completion of special projects,
- Functioning in unique (sometimes adverse) circumstances, and/or
- Improved coordination and cooperation among the department.

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