



## **Excellence in Performance/Achievement Award**

The Excellence in Performance Award is intended to recognize an individual staff member for sustained exemplary achievement and performance.

The award identifies outstanding staff members who have a proven track record of exceptional performance by continually exceeding expectations of their positions, performing at an exceptional level beyond position requirements and recognizes the staff members' important and significant contributions to their unit/department/area and/or the College. This award serves to highlight the staff members' demonstration of exemplary support for and commitment to the College's mission and core values.

### **Criteria for Excellence Achievement and Performance Award**

Criteria for nominating a candidate may include but are not limited to the following:

#### **1. Sustained Exemplary Performance**

- a. Consistently performs job duties thoroughly and accurately with minimal supervision
- b. Demonstrates support and commitment to the College's mission, vision and core values
- c. Adheres to standards of conduct and ethical behavior
- d. Respects and complies with the College/department policies and procedures, collective bargaining agreements, and federal/state laws and regulations

#### **2. Job Knowledge**

- a. Comprehensive understanding of related jobs and functions
- b. Actively participates in training classes and other development opportunities to expand job knowledge and effectiveness
- c. Integrates the significance of job responsibilities relative to organizational goals and objectives

#### **3. Service Excellence**

- a. Consistently provides friendly, professional, and superior service to the College community
- b. Enthusiastically responds to the needs and issues of all stakeholders with integrity, respect, tact and courtesy
- c. Demonstrates the College's commitment to quality and outstanding customer service by anticipating the needs of stakeholders in a timely way