

## **The following criteria will be used to evaluate your nominee.**

### **Initiative**

Supporting material addresses nominee's ability to display self-motivation and is able to make logical progression on projects without continuous direction, prompting or oversight.

### **Listening**

Supporting material addresses nominee's ability to actively listen, their patient to hear people out, they accurately restate opinion of others even when he/she disagrees, and their open to constructive criticism.

### **Teamwork**

Supporting material addresses nominee's ability to achieve a common goal, their cooperative, they encourage collaboration, they adapt to change in work assignments and/or the environment.

### **Communication**

Supporting material addresses nominee's ability to convey thoughts, concepts and ideas in a way that is clear and understandable; has the ability to know what to communicate, their understanding to whom and when, and their ability to do it in an appropriate manner.

### **Interpersonal Skills**

Supporting material addresses nominee's ability to relate well to others; to build positive relationships; and to use diplomacy and tact; and to build rapport easily.

### **Dependability**

Supporting material addresses nominee's ability to demonstrate consistent attendance at work; to complete assignments in a timely manner; and they can be counted on to give advance notice or provide alternatives to appropriate parties (supervisors, clients, customers, etc.) if unavailable delays in assignments occur.

### **Stewardship of Resources**

Supporting material addresses nominee's use of resources wisely and encourages others to do so, as well; accept individual responsibility for actions that affect the institution; pursue opportunities to deliver services more efficiently and effectively.

### **Integrity**

Supporting material addresses nominee's commitment to principles of truth and honesty; straightforwardness, forthrightness, and appropriateness in communications; their ability to keep confidence; admits mistake; he/she is widely trusted; honors commitments and promises; upholds the highest ethical conduct.

### **Respect for Diversity**

Supporting material addresses nominee's ability to seek opportunities to learn and understand cultures of others; celebration and appreciation of differences; respect of different opinions; and their ability to seek to understand before acting.

### **Service to Campus**

Supporting material addresses nominee's ability to anticipate the needs of other on campus; provide prompt and courteous service with a positive attitude; that they take pride in what he/she does. This includes service through committees, extracurricular activities, and other campus events.

### **Service to Community**

Supporting material addresses nominee's ability to anticipate the needs of others in their community; provide prompt and courteous service with a positive attitude; take pride in what he/she does.

### **Facilitating Student Learning**

Supporting material addresses nominee's enthusiasm about teaching and learning, that they provide real-world examples to promote learning, encourage students to actively participate in classroom discussion, maintain appropriate academic rigor and use instructional time well.

### **Mentoring and Student Learning**

Supporting material addresses nominee's ability to mentor students by actively and constructively fostering their education and development; that they are readily available and willing to consult with students during office hours and by arrangement; actively referring students to appropriate campus resources.

### **Professional Goals & Development**

Supporting material addresses nominee's ability to recognize personal strengths and weaknesses and strives for improvement; and seeks improvements in processes and services. The nominee also cultivates a passion for life-long learning.