

Appendix A: Outstanding Staff Award Criteria

Service to OSU Institute of Technology

- Nominees must be employed by OSU Institute of Technology full-time for at least two years prior to the deadline for submitting nominations.
- Nominee cannot be on performance probation.

Categories:

Quality of work (20 points)

What distinguishes this employee in the performance of their job duties that merits the nomination for this award?

- Exhibits exceptional knowledge of their job duties.
- Consistently produces high quality work in performance of their job duties.
- Contributes creative ideas for efficiency and/or improvement in their work environment.

Attitude (20 points)

What is this employee's general attitude toward OSU Institute of Technology, their current job assignment, and fellow workers?

- Maintains a positive outlook towards their job.
- Is respectful and works well with others.
- Handles stressful situations in a professional manner.

Improvement (20 points)

In what ways has this employee sought to improve their job performance?

- Demonstrates a willingness to seek out opportunities to enhance their job skills.

Commitment to OSU Institute of Technology (20 points)

Describe the employee's commitment to OSU Institute of Technology

- Makes contributions to OSU Institute of Technology that go beyond designated job duties.
- Supportive of OSU Institute of Technology activities and events.

Interview (20 points)

- Interview questions are created by the Outstanding Staff Subcommittee.