



George Peter Award for Dedicated Service Nominee Assessment Guidelines/Rubric

Criteria	Assessment Guidelines / Rubric				
Excellence in the performance of their assigned duties.	1 point (low)	2 points	3 points	4 points	5 points (high)
	What we're looking for: <ul style="list-style-type: none"> • Exceptional work ethic • Takes initiative on ideas, suggestions or work that needs to be done • Successfully completes projects, even through adversity in workplace setting • Positive feedback from colleagues and stakeholders Examples: <ul style="list-style-type: none"> • Remains flexible, collaborative, and manages to move work forward even under challenging circumstances • Collaborates with colleagues and helps colleagues learn new skills or systems to improve processes 				
Dedication to job and work group that goes above and beyond expectations.	1 point (low)	2 points	3 points	4 points	5 points (high)
	What we're looking for: <ul style="list-style-type: none"> • Has visible, infectious passion for one's work • Readily pitches in when a co-worker needs help • Supports the work of colleagues/faculty/unit through behind-the-scenes efforts. • Responds with flexibility and can-do attitude when faced with change. • Continually strives for improvement. Examples: <ul style="list-style-type: none"> • Invests in new hires with additional training and building community amongst the team with current and new employees • Employee's individual contributions significantly impact the goals and objectives of their unit/area of oversight. 				

Respect for the contributions and differences of staff at all levels.	1 point (low)	2 points	3 points	4 points	5 points (high)
<p>What we're looking for:</p> <ul style="list-style-type: none"> • Treats people with courtesy, politeness, and kindness. • Encourages coworkers to express opinions and ideas. • Listens to what others have to say and makes an effort to understand different points of view. • Collaborates effectively with peers, subordinates, supervisors and others. • Makes an effort to include coworkers such as inviting colleagues Cornell community activities/programs • Shows appreciation for staff working behind the scenes. <p>Examples:</p> <ul style="list-style-type: none"> • Creates a welcoming environment and holds space for all voices to be heard • Shows appreciation to staff by using Appreciation Portal 					
Positive impact on the university.	1 point (low)	2 points	3 points	4 points	5 points (high)
<p>Qualities we're looking for:</p> <ul style="list-style-type: none"> • Makes the university a better place to work, live or study. • Helps to implement changes or develop solutions to address problems facing the university. • Acts as an ambassador for the university, helping to enhance Cornell's image locally, nationally or internationally. • Participates in volunteer activities connected with the campus community. • Active in special interest or colleague network groups. • Asks tough questions / questions the status quo / advocates for change. <p>Examples:</p> <ul style="list-style-type: none"> • Serves on the Employee Assembly and/or other Cornell committees such as CARE Fund, college specific, etc. • Actively volunteers for university events such as Slope Day, Commencement, Move-In day, etc. • Represents the University beyond campus in volunteer leadership positions 					