Nomination Tips

**Excellence:**
Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the University's mission and core values.

**Service:**
Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community.

**Adaptability:**
Adapts successfully to changing situations and environments; keeps calm in the face of difficulties; plans ahead, but has alternative options in case things go wrong; thinks quickly to respond to sudden changes in circumstances; persists in the face of unexpected difficulties; anticipates and responds positively to changing environments; takes on new challenges at short notice; successfully deals with changing priorities/workload.

**Innovation:**
Improves the value of services and creates efficiencies to the work performed; Encourages and provides new ideas, creativity, and constructive suggestions; Facilitates, supports, and/or leads improvement initiatives; Exhibits actions and resourcefulness while exercising good judgment.

Examples:
- Encourages innovative solutions to practical problems.
- Makes meaningful changes to improve established processes to create value.
- Acts independently when appropriate.
- Actively pursues or initiates projects for the benefit of their area, department, division and/or the University.

**Integrity:**
- *Conscientious:* Principled individual that works hard and can be depended upon for every responsibility that is given to them; concerned not only of themselves, but also of other people’s welfare.
- *Honest:* Seeks the truth in every decision, thought, and action. Is grounded in what is good and true.
- *Compassionate and Empathetic:* Genuinely cares for others, not as a means to impress, but rather, because it is what their heart dictates; seeks to understand what others feel and think first before passing judgement or making choices.
- *Fair and Just:* Gives equal treatment and opportunities to everyone and does not make biased decisions.

**Diversity:**
Welcomes, includes, and demonstrates respect for individuals from all groups, including the various characteristics of persons in our community; takes responsibility for their own actions and words; treats people as they would like to be treated; practices cordiality and tact.