



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

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