

DISTINGUISHED CLASSIFIED EMPLOYEE OF THE YEAR

Score Sheet

Name of Applicant:

TOTAL POSSIBLE: 88

SCORE:

NOMINEE ACCOMPLISHMENTS

Score each category on a 0-4 scale, with regard to significance and far-reaching impact of the example(s) provided.

	4	3	2	1	0	Total
<p>Consider the following criteria when scoring Nominee Accomplishments on a 0-4 scale:</p> <p>a) Time/effort Part of job expectation vs. above and beyond that</p> <p>b) Successful result/skill-full execution Simplicity vs. complexity of contribution</p> <p>c) Impact Individual vs. far-reaching</p>	<p>EXCELLENT Significant demonstration of all 3 criteria (at left):</p>	<p>COMMENDABLE Significant demonstration of two of the three criteria (at left):</p>	<p>GOOD/EFFECTIVE Significant demonstration of One of the three criteria (at left):</p>	<p>SATISFACTORY Within expectations of the job or assignment</p>	<p>None</p>	

A. Commitment or contribution to student success/customer service – concrete ways that the nominee has demonstrated their commitment to serving students and colleagues both within and beyond of your job expectation

Reviewer Score: /12	REVIEWER COMMENTS:
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B. Demonstration of leadership/management—effective and/or skillful oversight of people and/or projects that result in successful program completion or complex problem solution

Reviewer Score: /12	REVIEWER COMMENTS:
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C. Demonstration of work product/projects/assignments – excellent work product associated with job expectation and/or contributions that are outside of job expectation

Reviewer Score: /12	REVIEWER COMMENTS:
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D. Demonstration of service to CSN– contributions to committees, groups, events or projects that serve the department and/or college

Reviewer Score: /12	REVIEWER COMMENTS:
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E. Unique contributions based on professional skills/expertise	
Reviewer Score: /12	REVIEWER COMMENTS:

NOMINEE PERSONAL STATEMENT						
	4	3	2	1	0	Total
Consider the following criteria when scoring Personal Statement: a) Statement is carefully written: attention to grammar, punctuation, and mechanics; and falling within 500 word limit. b) Statement clearly conveys applicant's worthiness of the award c) Statement strongly conveys applicant's voice and personality	EXCELLENT	COMMENDABLE	GOOD/EFFECTIVE	SATISFACTORY	None	
Reviewer Score: /12	REVIEWER COMMENTS:					

LETTERS OF ENDORSEMENT						
	4	3	2	1	0	Total
Consider the following criteria when scoring each Letters of Endorsement: a) Letter is carefully written with attention to grammar, punctuation, and mechanics; b) Statement clearly conveys applicant's worthiness of the award, with regard to professional accomplishments, professional contributions, and individual character.	EXCELLENT	COMMENDABLE	GOOD/EFFECTIVE	SATISFACTORY	None	
LETTER 1:						
Reviewer Score: /8	REVIEWER COMMENTS:					

LETTER 2:	
Reviewer Score: /8	REVIEWER COMMENTS: