

# EMPLOYEE OF THE MONTH AWARD NOMINATION RATING SHEET

Revised January, 2019

Nominee Name:

Date of Nomination: \_\_/\_\_/

Evaluator Name (Choose from drop-down list):

Scoring Instruction: Rate the strength of the examples provided in the nomination packet against the rated fields shown below. Please refer to rating definitions on Page 2.

	Rating	Score
An outstanding accomplishment that benefited the department/students.		0
Extraordinary service to internal and/or external customers.		0
> Professional - We demonstrate professionalism when we exhibit a high level of competency and respect when interacting with our students, colleagues and community members. We are friendly, focused and recognize that we are accountable for consistently meeting the needs of those we serve.		0
> Ethical - We adhere to the University's Code of Ethics and demonstrate the spirit of the Code when we treat others impartially. We demonstrate integrity to our students, colleagues, and the community by adhering to University policies, procedures and standards of service and apply them in an equitable and just manner.		0
> Respectful - We recognize that everyone has the right to be treated with kindness, dignity and consideration. We strive to demonstrate patience, compassion and concern towards all with whom we come in contact.		0
> Knowledgeable - We are responsible for ensuring that we possess the expertise necessary to provide complete and accurate information to those requiring assistance. We will actively collaborate with those that have the knowledge and/or information needed to facilitate resolution.		0
> Responsive - We are committed to providing accurate, timely and solution-oriented service. We look for ways to improve efficiency and foster an environment of open communication so that we may ultimately provide the highest standard of service.		0
> Collaborative - Geographic and institutional boundaries do not define the ODU community. We recognize that our customers are any internal or external parties that we may encounter, whenever we represent the University, in an official or unofficial capacity. We foster a sense of community, inclusion and collaboration when we avoid silos and partner with various members of the ODU community to promote teamwork while providing a high standard of service.		0

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<b>Nominee Name:</b> <b>Date of Nomination:</b> __/__/__
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<b>Initiative/Leadership</b>		0
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<b>Enthusiasm/energy given to assigned work</b>		0
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<b>Team work</b>		0
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<b>Exemplary efforts to nurture a climate of care, concern and civility</b>		0
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<b>Creative innovations to work process or tools</b>		0
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**TOTAL POINTS**

	<b>0</b>
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## RATING DEFINITIONS

**EXCELLENT:** Nominee has consistently demonstrated or performed an act or actions that greatly exceed normal duties and/or expectations of his/her position and has made a GREAT impact on the ODU community.

**VERY GOOD:** Nominee has demonstrated or performed an act or actions that more than often would exceed normal duties and/or expectations of his/her position and has made a HIGHLY SUBSTANTIAL impact on the ODU community.

**GOOD:** Nominee has demonstrated or performed an act or actions that would be considered part of his/her normal duties and/or expectations of his/her position and has made a MEASURABLE impact on the ODU community.

**FAIR:** Nominee has demonstrated or performed an act or actions that would be considered as a minimum part of his/her normal duties and/or expectations of his/her position and has made somewhat of a MEASURABLE impact on the ODU community.

**MARGINAL:** Nominee has demonstrated or performed an act or actions that would be considered less than expected as a minimum part of his/her normal duties and/or expectations of his/her position and has made little or no impact on the ODU community.

**NOT APPLICABLE:** No evidence of demonstrative action to rate.

**Comments:**

**Evaluator Name:**

0