



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">• 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 <p>Examples:</p> <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)
	<p>What we're looking for:</p> <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. <p>Examples:</p> <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 				