



**Award for Staff Integrity and Inclusion
Nominee Assessment Guidelines/Rubric**

Criteria	Assessment Guidelines / Rubric				
Communicates between differences to build a collaborative, inclusive and respectful community that engages everyone, no matter their background.	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"> Fosters and encourages an open environment. Allows others to speak and finish their thoughts without interruptions. Calls on others who have not had a chance to share. Seeks to understand viewpoints. Stands up for staff/peers/colleagues in adverse situations <p>Examples:</p> <ul style="list-style-type: none"> Stands up for staff/peers/colleagues in adverse situations in situations where other community members treat staff in an uncivil manner. Knowing that some of our quieter employees have great ideas, XXX always asks people who have yet to contribute what their thoughts are or asks them about it later since they are sometimes afraid to speak up in a group. Helps find common ground or facilitates collaboration between opposing ideas 				
Consistent strong moral principles that coincide with the University's vision.	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"> Unwavering commitment to maintaining an ethical work environment. Keeping in tune with the big picture of the University <p>Examples:</p> <p>Regardless of Bob being Joe's boss, Joe refused to give the interview questions to Bob's friend ahead of time before the interview, so the process remained the same for all candidates.</p> <p>Although Cathy knew she could manually change the account expenses, she went through the recommended process so a documentation trail could be created.</p>				

Is honest and trustworthy while demonstrating and adhering to high standards of personal conduct.	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"> Respects people's privacy and does not share information from one-on-one conversations. Someone who always does the right thing, regardless of popularity. Treat everyone with fairness and respect where staff of all backgrounds can feel valued and have a sense of belonging, so they feel free to express their ideas, opinions, and concerns. <p>Examples:</p> <p>When one of Chris's employees comes to them with a situation that will need more opinions to solve the issue, Chris always makes sure to ask them if it is okay if Chris shares that information with someone else before sharing. This builds trust and respect.</p> <p>Cathy's colleague brings a concerning matter to her. Cathy provides compassion and advice based on policy guidelines. Cathy has always experienced the same matter and offers to bring it their supervisor, but only with her colleague's approval to share her experience as well.</p>				
Demonstrates commitment to encouraging, advocating for, and supporting staff excellence with leadership, while being an advocate for work/life balance, flexible work arrangements, and promoting developmental opportunities.	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"> Shares educational opportunities. Encourages others to attend opportunities and helps support them while they do. <p>Examples:</p> <p>During my one-on-one meetings with Susan, she asks what my personal and professional goals are. As a follow-up to the meeting, Susan always shares some resources to help me meet those goals and asks what she can do to help me accomplish them.</p> <p>Cathy was impressed with a direct report's leadership skills on a current project. Cathy offers her direct report another opportunity to lead a project and to enroll in a CU Learn course on leadership.</p>				

Has a consistent, positive attitude that see changes or challenges as opportunities and helps others to see things from that perspective.	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"> Someone who sees the positives in change and can help others see that too. A welcoming and open demeanor <p>Examples: While others are grumbling about another change, Kate always lights up and says something like: "Ooh, if that happens, we could do this..." This tone is infectious and gets other people excited about the opportunity rather than upset about a change in routine.</p> <p>An accelerated deadline is dumped on the team – Cathy quickly brings the team together to determine if a solution offered last week could be the opportunity to meet this deadline.</p>				