

2024 CSEA Nomination Criteria

1. Demonstrates excellence in overall work performance

- Accepts responsibilities and performs duties above and beyond what is normally expected
- Works extra hours to help complete a critical work project
- Demonstrates extensive knowledge and competence in a wide array of work-related topics
- Uses knowledge and expertise to troubleshoot/solve problems quickly
- Completes tasks with little description, direction, or supervision
- Exhibits a high degree of professionalism and serves as a checkpoint for quality control

2. Puts forth an effort to improve self as well as to develop and recognize others

- Acts as a mentor for others by providing advice, guidance, feedback, and encouragement
- Helps to integrate new employees or supervisors into the work environment
- Shares personal knowledge and skills with others in an effort to train them
- Serves as a positive role model for others
- Recognizes others' special events and/or accomplishments, either publicly or privately
- Takes the initiative to improve individual skills and knowledge

3. Exhibits initiative and creativity resulting in improved operating efficiency of the department and/or university

- Suggests and/or develops a new work method that increases productivity, and saves time and money
- Reorganizes work to increase effectiveness
- Eliminates unnecessary steps or actions for delivering services
- Identifies and addresses work problems

4. Enhances the reputation of the department and/or university

- Serves on university-related committees that promote the department/university and its staff, students, and clients
- Works with groups outside the department/university to promote the welfare of staff, students, and clients
- Performs work that has brought attention and distinction to the department/university
- Develops a process or program that is limited in other departments/universities