

## Superintendent's Award of Excellence Selection Rubric

Name of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Position/Building/Location: \_\_\_\_\_

**The Award of Excellence is to recognize outstanding achievements of RSD employees. The information provided in the nomination form/packet should clearly describe, explain and/or provide supporting documentation and information to demonstrate that the employee has set an example of excellence in his/her performance, achievements and contributions impacting others. There are many employees who work very hard every day and routinely meet or exceed expectations. *This award is designed to recognize those employees who truly stand out among their peers/within the District.***

CRITERIA	1	2	3
<b>Demonstrated Willingness to Go "Above and Beyond"</b>	Nomination provides specific details and/or examples that may demonstrate strong job performance but do not clearly demonstrate/describe performance that is above and beyond	Nomination provides some specific details and/or examples of where employee went above and beyond scope/requirements of job and/or demonstrated consistent excellence in job performance	Nomination provides details and/or examples that clearly support employee contributions/actions that are above and beyond what is normally expected and the employee clearly stands out among peers
<b>Personal Impact on Immediate Job Surroundings</b>	Nomination did not provide specific details and/or examples of how employee had positive impact on co-workers, building or work area and/or students; OR examples provided are not outside of normal expectations of good performance	Nomination provides some specific details and/or examples that demonstrate/describe positive impact on co-workers, building or work area and/or students	Nomination provides details and/or examples that clearly support employee's positive personal impact on co-workers, building or work area and/or students
<b>Personal Impact Outside of Immediate Job Surroundings (District and/or Community)</b>	Nomination did not provide specific details and/or examples of how employee had broad impact outside his/her immediate job; OR examples provided are not outside of normal expectations of good performance	Nomination provides some specific details and/or examples that demonstrate/describe positive impact outside of immediate job surroundings	Nomination provides details and/or examples that clearly support employee's positive personal impact outside of immediate job surroundings
<b>Activities or Accomplishments that Brought Distinction to the Employee and/or District</b>	Nomination does not provide specific details and/or examples of unique activities or specific accomplishments for which employee was recognized	Nomination provides some specific details and/or examples of unique activities or specific accomplishments bringing distinction/recognition to employee	Nomination provides details and/or examples that clearly demonstrate unique activities and specific accomplishments that brought distinction/recognition to employee
<b>Role Model of Excellence (relationships, accomplishments, self-improvement, above/beyond, unique qualities/contributions)</b>	Based on all information provided/known, employee is a good role model/example for others but does not clearly stand out as an exemplary role model of excellence	Based on all information provided/known, employee is a very good role model/example for others and stands out as exemplary role model in several aspects	Based on all information provided/known, employee is a clear and unique example of someone who is a role model of excellence for others to follow