**University Administration**

**2017 Distinguished Employee Leadership and Team Award (DELTA)**

**Individual Nomination Criteria and Examples**

Under each criterion is a list of examples for that criterion.

1. **Demonstrates excellence in overall work performance.**

* Accepts responsibilities and performs duties above and beyond what is normally expected.
  + Works diligently to complete work projects.
* Demonstrates extensive knowledge and competence in a wide array of work related topics.
* Uses knowledge and expertise to quickly troubleshoot/solve problems.
* Handles a large workload in an effective and timely fashion.

1. **Exhibits initiative and creativity resulting in improved operating efficiency of the department and/or University.**

* Suggests and/or develops new work methods that increase productivity, saves time and money.
* Prioritizes work to increase effectiveness and efficiencies.
* Identifies and addresses work problems and helps to resolve them.
  + Work contributes to the direction of the unit and organizational goals.
  + Demonstrates high level of quality control.

1. **Promotes positive morale by displaying a congenial, supportive attitude and by providing service to others.**

* Interacts with others in a positive, enthusiastic, and professional manner.
* Commands the respect of co-workers, supervisor, students, and clients alike.
* Assists others with challenges that impact work life.
* Remains calm and assured while helping others get through a crisis or challenging situation.
  + Provides services which are outside the scope of normal work duty.
  + Serves as a team player and encourages teamwork in others.

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

* Serves as an informal mentor for others by providing advice, guidance, feedback, and encouragement.
* Helps to integrate new employees into the work environment.
* Shares personal knowledge and skills with others in an effort to assist them.
* Serves as a positive role model for others.
* Recognizes others’ accomplishments, either publicly or privately.
  + Takes the initiative to improve individual skills and knowledge.
  + Gives credit to others appropriately.

1. **Enhances the image of the department and/or University.**
   * When given the opportunity, serves on committees that promote the unit/University.
   * Assists in the development of processes or programs that are imitated in other units/Universities.
   * Exhibits a high degree of professionalism.