University Administration

2012 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.

2. **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.

3. **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.

4. **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.

5. **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.