

Outstanding Staff Award Rubric – School of Public Health & Information Sciences

Nominee: _____ Department: _____

This rubric evaluates staff members for the **Outstanding Staff Award** based on their excellence in service, leadership, innovation, collaboration, and commitment to the mission of the School of Public Health. Each category is scored on a scale of 1 to 5, with 5 representing outstanding performance.

Criteria

5 - Outstanding

4 - Excellent

3 - Competent

2 - Developing

1 - Needs Improvement

Service Excellence: _____ (Weight: 25% of the overall score)

5 points: Consistently provides exceptional service to students, colleagues, and the school; proactively identifies and resolves issues; highly responsive and dependable.

4 points: Regularly provides high-quality service; anticipates needs and solves problems effectively.

3 points: Meets service expectations; reliable but does not often go beyond assigned duties.

2 points: Service is inconsistent; sometimes responsive but lacks initiative.

1 point: Fails to meet service expectations; frequently unresponsive or unreliable.

Innovation & Leadership: _____ (Weight: 25% of the overall score)

5 points: Develops creative solutions to challenges; implements new ideas that improve efficiency and effectiveness.

4 points: Regularly finds solutions to problems; suggests useful process improvements.

3 points: Addresses challenges as they arise; follows existing procedures without significant innovation.

2 points: Struggles to solve problems independently; relies heavily on others for solutions.

1 point: Resists change; does not contribute to problem-solving efforts.

Collaboration & Inclusion: _____ (Weight: 25% of the overall score)

5 points: Consistently fosters a team environment; collaborates effectively across departments; highly respected by colleagues.

4 points: Works well with others; supports team goals and department collaboration.

3 points: Generally cooperative; engages in teamwork when needed but not proactively.

2 points: Has difficulty working with others; contributes minimally to team efforts.

1 point: Disrupts team dynamics; does not collaborate effectively.

Commitment to the School: _____ (Weight: 25% of the overall score)

5 points: Embodies and promotes the mission of the school and public health; actively engages in initiatives that support goals; demonstrates outstanding positivity and school spirit.

4 points: Aligns work with the school's mission and values; participates in initiatives that support public health and service; shows consistent positivity and school spirit.

3 points: Understands the school's mission and performs duties accordingly but does not take extra steps.

2 points: Shows minimal engagement with or enthusiasm about the school's mission and values.

1 point: Does not demonstrate commitment to the school's mission; work lacks alignment with institutional goals.

Final Score Calculation: _____