

Classified Staff Award Nominations

Welcome to the online submission form for the Quarterly Classified Staff Excellence Award

The Classified Staff Excellence Award recognizes exemplary performance by individuals identified by their supervisors and peers as having consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of Clark College. This award is the perfect way to affect change and highlight examples of equity across campus, while celebrating our employees.

Eligibility

To be eligible, the nominee must be a current classified employee who has been in their current position for more than six (6) months. Recipients of the award will not be eligible to receive another award for a period of three (3) years after having received the award.

To review past award recipients, please visit the [Classified Staff Awards Clarknet page](#).

Submitting Nominations

Nominations for the quarter classified staff award must be submitted online by the deadline. Those needing a paper submission form, please contact the HR Department at hr@clark.edu.

If you miss the deadline, please consider nominating next quarter. Nominations are accepted Fall, Winter, Spring and Summer.

Selection Criteria

Nominations will be reviewed by the Classified Staff Awards Committee and will be evaluated entirely on the basis of the information submitted on the nomination form. The committee asks that you provide at least 3-bulleted clear examples for each category. Selection will be based on the following criteria:

- **Exemplary Work Performance** – the nominee consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; made important and significant contributions in their area; contributes and demonstrates commitment to the College's mission and core values

- **Outstanding Customer Service** – the nominee consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; significantly improved customer service or increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community
- **Initiative and Cooperative Spirit in Maintaining a Positive College Environment** – the nominee demonstrates a high level of individual and team cooperation in job performance; consistently participates in college activities and events; evidence of strong communication skills; maintains positive interaction among faculty, staff, students and the public; exhibits respect for Clark College employees and students.
- **Special Achievements or Contributions to the College Community** – the nominee significantly improved a work process or system, or significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; serves in leadership roles with campus groups/committees
- **Fosters and Supports Individual and Organizational Diversity and Inclusion** – the nominee shows a visible commitment to diversity in written correspondence and oral communication; actively engages in campus diversity strategies; supports recruitment, retention and completion efforts of students from diverse backgrounds; participates in equitable hiring practices for their departments or college-wide recruitments; creates a culture of accountability.

Committee Rubric Used for Rating

Below is the scale used by the committee to rate submissions:

- 4 = Evidence of exceptional performance and quality are clearly indicated
- 3 = Evidence of strong performance and quality are clearly indicated
- 2 = Evidence of reasonable performance and quality are clearly indicated
- 1 = Evidence of minimal performance and quality are clearly indicated
- 0 = No evidence of performance and quality are clearly indicated