

## HR Employee Recognition Program Rubric

Employee Name: <hr/>	Poor 1 pts	Fair 2 pts	Good 3 pts	Very Good 4 pts	Excellent 5 pts	Total
<b>Driving Change Award</b> This award is to recognize a staff member who acts as a champion of change, readily adapting and assisting the internal and external customer with understanding change.	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
<b>Embracing Innovation Award</b> This award is given to a staff member who has generated novel and valuable ideas and used these ideas to develop new or improved processes, methods, systems, programs or services. The award recognizes creative ideas that have improved HR.	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
<b>Doing the Right Thing Award</b> This award is to recognize a staff member who has gone “above and beyond the call of duty” in a particular situation. Acting with honesty and integrity at all times.	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
<b>Collaboration Award</b> This award is to recognize a staff member who exemplifies collaboration and cooperation.	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
<b>Service with Care Award</b> This award is given to a staff member who has demonstrated concern and commitment to fulfill needs and ensure satisfaction when providing services to members of the UAB community.	Zero criteria met	Evidence of 1 criterion met	Evidence of 2 criteria met	Evidence of 3 criteria met	Evidence of all 4 category criteria met	
<b>Leadership Award</b> This award is given to a member who exemplifies significant leadership skills such as the ability to lead and guide Staff, develop Staff talents and successfully manage an efficient and effective unit at the highest level.	Less than 2 criteria met	Evidence of at least 3 criterion met	Evidence of at least 5 criteria met	Evidence of at least 7 criteria met	Evidence of all 9 category criteria met	

*Award category criteria listed on back of page*

## AWARD CATEGORY CRITERIA

### STAFF

#### ***Driving Change Award Criteria***

Nominees for this award should have demonstrated a combination of the following:

- 1) Assisted with implementation of strategies that are in the best interests of HR
- 2) Worked toward effective and successful implementation of new services, programs, and/or systems.
- 3) Taken a proactive and innovative approach toward finding viable solutions to business challenges.
- 4) Participated in collaborative problem-solving, breaking down boundaries and/or creating new relationships to improve the way work gets done

#### ***Embracing Innovation Award Criteria***

Nominees for this award should have demonstrated a combination of the following:

- 1) Identified creative solutions, large or small in scope, that have made a significant and positive difference.
- 2) Suggested new ways to improve the quality of services or programming.
- 3) Identified novel approaches for completing work more effectively or efficiently.
- 4) Looked for creative approaches to provide or improve services that may increase efficiency and decrease cost.

#### ***Doing the Right Thing Award Criteria***

Nominees for this award should have demonstrated a combination of the following:

- 1) Sacrificed time and energy for the good of their unit in a specific area or event.
- 2) Showed willingness to assist beyond normal expectations.
- 3) Being accountable, inspiring trust by saying and doing what is right.
- 4) Provided outstanding service to their specific department or division.

#### ***Collaboration Award Criteria***

Nominees for this award should have demonstrated a combination of the following:

- 1) Developed and encouraged cooperation and collaboration, while displaying outstanding group effort.
- 2) Consistently offered support, assistance and encouragement to co-workers, often without being asked to do so.
- 3) Served as role model to others through positive and productive client and colleague relationships.
- 4) Worked with others to achieve a shared goal -- sharing knowledge, learning and building consensus.

#### ***Service with Care Award Criteria***

Nominees for this award should have demonstrated a combination of the following:

- 1) Identification of and appropriate reaction to the needs and expectations of the internal and external customer to ensure exceptional service.
- 2) Familiarity with HR policies and procedures and their impact on the university community, coupled with commitment and ability to educate the community about these policies.
- 3) Sought ways to continuously improve satisfaction and remove barriers when providing services to members of the university community.
- 4) Anticipated clients' needs and potential problems before they occurred

### LEADERSHIP

#### ***Outstanding Leadership Award Criteria***

Nominees for this award should have demonstrated a combination of the following:

- 1) Initiative, Responsibility, Resourcefulness
- 2) Outstanding skills and service within or outside the department
- 3) Develops trust and credibility through open, respectful communication and demonstrating accountability
- 4) Provides a sense of purpose, vision and mission for their co-workers and/or staff
- 5) Cultivates and motivates staff
- 6) Positively influences others to build consensus in group, departmental or organizational settings
- 7) Manages and/or champions change effectively through formal or informal leadership
- 8) Helps others develop by investing time and effort in coaching and/or mentoring
- 9) Demonstrates a high degree of financial responsibility coupled with sound judgment; acts as a guardian of HR resources by implementing more efficient or cost effective practices