**2024**

**OUTSTANDING CE AWARD**

**STAFF EVALUATION FORM**

**Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Criteria Points Score**

**Impact of the project on the Community:**

Rate the impact of the project on the community or individual(s) in the community

(Examples: Education, Health, Economic Development,

Social Services, Arts & Culture, or Sustainability)

**25 \_\_\_\_\_\_\_\_**

**Impact of the community project on UofL & Staff experience:**

**(Up to 5 points each – Project does not have to hit all factors)**

Rate impact of project on:

* Professional or Skill development of staff \_\_\_\_\_\_\_\_
* Collaboration with department or other university staff \_\_\_\_\_\_\_\_
* Positive reflection on the University \_\_\_\_\_\_\_\_
* University community engagement priorities – Education,

Health, Economic Development, Social Services, Arts & Culture, \_\_\_\_\_\_\_\_

Or Sustainability

**20** \_\_\_\_\_\_\_

**Impact of the Staff Engagement:**

Rate the role or contribution of the nominee to the community project

(Examples: Leadership, creativity, time, resources) **25** \_\_\_\_\_\_\_

**Exemplary Attributes of the Staff project:** **10** \_\_\_\_\_\_\_

Rate the attributes of the community project

(Examples: Mutual benefit to community & university,

Direct & indirect outcomes)

**Supporting documentation**: **10** \_\_\_\_\_\_\_

Rate letters of recognition, thank you letters, emails, support

or appreciation, or other documentation

**Other factors (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **10** \_\_\_\_\_\_\_

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 **TOTAL 100 \_\_\_\_\_\_\_**

**Reviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scoring:**

**0-49: Below Average 75-89: Above Average**

**50-74: Average 90 and above: Exemplary**

**Notes:**

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