

# Outstanding Performance Award Guidelines

The **Outstanding Performance Awards** recognize ten staff employees annually (both non-exempt and exempt) for their outstanding performance, commitment to service and demonstration of the Cardinal Principles.

## Nomination period

Nominations are accepted between **December 1 and February 15** each year.

## Selection criteria

Recipients of this award should have:

- Exhibited commitment to serve students, the general public and university colleagues
- Sustained a high-level of productivity and consistent quality of work
- Demonstrated a high degree of initiative in the performance of functions
- Displayed exceptional dependability
- Maintained effective relationships with others
- Demonstrated leadership qualities
- Enhanced the university's image through professional publications and public service
- Demonstrated the Cardinal Principles

Nominees need not meet all criteria for the award, but the nomination must recognize the employee's service orientation

## Nomination guidelines

Any permanent classified or professional/administrative staff member employed at the University of Louisville with a minimum of one year in his or her current job, is eligible for nomination. Nominees should not have an active performance improvement plan. In addition,

- Nominations can come from any member of the campus community: co-workers, supervisors, faculty, staff, students, etc.
- Nominators should describe the employee's job duties and should provide specific information about productivity, quality of work and outstanding performance. Nominations must not include annual performance appraisals.

## Award recipients

Award recipients will be determined by a selection committee of university wide UofL engagement ambassadors. Ten winners will be selected each year. The winners will receive:

- Cash award of \$1,000
- Engraved acrylic award
- Feature on Employee Success Center recognition webpage
- UofL Today recognition
- Recognition at Annual Faculty & Staff Excellence Reception