**Rating Sheet for Chancellor’s Award for Excellence in Classified Service**

**Instructions:** Complete the table below, citing the key evidence found in the nomination for each required criterion. Indicate in the Rating column whether each criterion has been met or not.

There are two criterion that must be met. A staff member must have continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling his/her job description. He/she must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will **demonstrate creativity and flexibility in performing his or her position to meet campus needs** Special consideration is also given to employees who consistently provide exemplary customer service.

| **Criterion** | **Key Evidence from 5-page Summary** | **Rating** |
| --- | --- | --- |
| The nominee must be an individual who has **continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.** |  | [ ] Exceeded[ ] Met[ ] Not Met |
| must also **demonstrate excellence in activities beyond the scope of the job description**. The ideal candidate will **demonstrate creativity and flexibility in performing his or her position to meet campus needs.** Special consideration will be given to employees who **consistently provide exemplary customer service** to students, staff, patients, and other members of the campus community. |  | [ ] Exceeded[ ] Met[ ] Not Met |