

## **San José State University** **Staff Awards Nomination Questions**

### **Outstanding Staff of the Year Award**

**PERSONAL CONTRIBUTIONS:** Tell us about how the nominee has made a valuable contribution to the campus in the last year. Are there one or two special projects or initiatives in which they played an important role?

**IMPACT OF THEIR WORK:** What was the impact of these projects/initiatives on the campus community and/or the California State University system?

**QUALITY OF WORK:** How has the nominee used their extensive knowledge and skills to improve campus processes and/or operations, resolve issues, and react appropriately to new tasks and challenges?

**STRONG RELATIONSHIPS:** How does the nominee bring a caring and passionate attitude to their work? Does the nominee maintain affirming and respectful relationships with all members of the campus community, and serve as a representative of San José State University's values of collegiality and inclusiveness?

### **Distinguished Service Award**

**HISTORY AT SJSU:** What jobs has the nominee had on campus? How has their work changed over time? How have they adapted to the changing needs of the campus and their department(s)?

**POSITIVE ATTITUDE:** How has the nominee demonstrated a resilient and helping attitude? Does the nominee take a proactive approach to their work, while welcoming feedback and collaboration? Has the nominee encouraged and pushed others to higher achievement?

**PROFESSIONALISM:** How does the nominee exemplify professionalism in response to customer questions and requests? Does the nominee display integrity and professionalism under pressure? Has the nominee gone above and beyond their daily responsibilities to meet changing demands and new initiatives?

**INNOVATION:** How does the nominee contribute to the improvement of processes, systems, and/or operations? Does the nominee make daily work run smoother and easier for the campus community? Is the nominee willing to learn new skills and practices?

**TEAM FOCUSED:** How has the nominee demonstrated strong communication skills? Does the nominee work effectively and collaboratively to resolve issues and concerns?

## **Spartan Spirit Award**

**SPARTAN SPIRIT:** How has the nominee conveyed spirit, passion, and pride about being a member of the San José State University community?

**HONORS SPARTAN VALUES:** How has the nominee embodied our campus values (which include social justice, diversity, helping and caring, and innovation, among others)? What activities have they been involved in? (Examples could include volunteering during the first weeks of the semester and/or commencement, getting involved in Spartans Support Spartans, and attending sports events or other campus events).

**COMMUNITY ORIENTED:** How has the nominee demonstrated a commitment to serving others? Has the nominee contributed to the campus community outside the scope of their job? Is the nominee involved in service projects outside the university?

**POSITIVE ATTITUDE:** How does the nominee exemplify a positive attitude, inspire others to higher achievement, and uplift and support other Spartans?