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Please address as many of the criteria as you can. (Under each criterion is a list of examples for that criterion.)

1. Demonstrates excellence in overall work performance.

- ◆ Accepts responsibilities and performs duties above and beyond what is normally expected
- ◆ Demonstrates extensive knowledge and competence in a wide array of work related topics
- ◆ Uses knowledge and expertise to troubleshoot/solve problems quickly
- ◆ Handles a large workload effectively and in a timely fashion
- ◆ Completes tasks with little description, direction, or supervision
- ◆ Exhibits a high degree of professionalism
- ◆ Serves as a checkpoint for quality control

2. Promotes positive morale through a congenial, supportive attitude and by providing service to others.

- ◆ Interacts with others in a positive, enthusiastic, and cheerful manner
- ◆ Commands the respect of co-workers, supervisor, students, and clients alike
- ◆ Assists others with both personal and professional challenges that impact work life
- ◆ Remains calm and assured in a crisis while helping others get through the crisis
- ◆ Provides services which are outside the scope of the job
- ◆ Acts as a team player and encourages teamwork in others

3. Puts forth an effort to improve self as well as to develop and recognize others.

- ◆ Acts as a mentor for others by providing advice, guidance, feedback, and encouragement
- ◆ Helps to integrate new employees or supervisors into the work environment
- ◆ Shares personal knowledge and skills with others in an effort to train them
- ◆ Recognizes other's special events and/or accomplishments, either publicly or privately
- ◆ Takes the initiative to improve individual skills and knowledge

4. Exhibits initiative and creativity resulting in improved operating efficiency of the Department and/or University.

- ◆ Suggests and/or develops new work methods that increase productivity, and save time and money
- ◆ Reorganizes work to increase effectiveness
- ◆ Eliminates unnecessary steps or actions for delivering services
- ◆ Identifies and addresses work problems

5. Enhances the image of the Department and/or University.

- ◆ Serves on University related committees that promote the Department/ University and its staff, students, and clients
- ◆ Works with groups outside the Department/University to promote the welfare of staff, students, and clients
- ◆ Performs work that has brought attention and distinction to the Department/ University
- ◆ Develops processes or programs that are imitated in other Departments/ Universities

6. Exemplifies/demonstrates the SIUE values.

STATEMENT OF VALUES

Recognizing public education as the cornerstone of a democracy, SIUE carries out its mission based on certain fundamental, shared values. We value:

A. Citizenship

- ◆ Social, civic and political responsibility, globally, nationally, locally, and within the University
- ◆ Active partnerships and a climate of collaboration and cooperation among faculty, staff, students and the larger community
- ◆ Environmental stewardship

B. Excellence

- ◆ High quality student learning
- ◆ Continuous improvement and innovation
- ◆ Outstanding scholarship and public service
- ◆ Standards consonant with the premier status to which we aspire

C. Integrity

- ◆ Accountability to those we serve and from whom we receive support
- ◆ Honesty in our communications and in our actions

D. Openness

- ◆ Inclusion of the rich diversity of humankind in all aspects of university life
- ◆ Respect for individual differences
- ◆ Intellectual freedom and diversity of thought
- ◆ Access for all who can benefit from our programs

E. Wisdom

- ◆ Creation, preservation, and sharing of knowledge
- ◆ Application of knowledge in a manner that promotes the common good
- ◆ Life-long learning