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
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