

# College of Engineering's Staff Excellence in Service Award Program

The College of Engineering appreciates the value of its Exempt and Non-Exempt staff and through the bi-annual Excellence in Service Recognition Award Program, recognizes staff who have consistently demonstrated excellence in service to the College.

**AWARD** An award of \$500 will be presented to two winners a year. The first award will be presented at the December Holiday Celebration, and the second will be presented at the June Staff Recognition Celebration. The award recognizes either an Exempt or Non-Exempt staff member for exemplary service to the College in support of its mission and vision. In addition to the monetary award, recipients will receive the award "trophy" that they will be encouraged to display proudly at their workstation until the next award recipient is selected.

**ELIGIBILITY** Staff in the Exempt and Non-Exempt Staff categories who have been employed by the College of Engineering for at least two years as of the date of award presentation. Winners must be employed by the College at the time of the award presentation. A nominee cannot be a previous award recipient within the last five years.

**SELECTION CRITERIA** In order to be considered for the award, candidates must:

- Demonstrate a commitment to provide excellent service to students, alumni, faculty and staff; go above and beyond college standards to be respectful and helpful and ensure that interactions with the above mentioned parties are exceptional and problems are resolved.
- Display dedication to continuously improving customer satisfaction based on a commitment to learn from past experiences and feedback, and to find creative and appropriate solutions to customer problems.
- Promote positive morale through a congenial, supportive attitude and by providing service to others; lead by example and demonstrates effective service interactions with all.
- Demonstrate exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the college community.

**NOMINATION PROCESS** To nominate a person for the award, simply fill out the form provided on the college's Excellence in Service Award Program webpage (<http://resources.engr.udel.edu/employee-recognition>). Nominations will be accepted from anyone who can speak to the staff person's demonstrated commitment to the college; exceptional work ethic; outstanding performance; and initiative and service above and beyond those of the job description.

**SELECTION PROCESS** Submissions will be reviewed by the Staff Excellence in Service Award Committee. This committee will then move no more than 3 candidate recommendations forward to Dean's College Advisory Council for consideration and final selection.