****

STAFF RECOGNITION AWARDS PROGRAM

(STAR)

**CALL FOR NOMINATIONS**

**Deadline for Submission:**

**Thursday, April 30, 2015**

**Nomination Applications are being accepted for the ANR Staff**

**Appreciation and Recognition (STAR) Program.**

**The purpose of the Award Program is to** recognize and reward outstanding staff individual and/or team performance within Agriculture and Natural Resources.

**Program Criteria:**

Under the STAR Plan, managers are able to recognize, acknowledge and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional, and/or organizational goals and objectives. Managers may acknowledge and reward individuals and teams demonstrating:

* **Exceptional performance**: Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.
* **Creativity:** One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.
* **Organizational abilities:** Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness.
* **Work success:** Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.
* **Teamwork:** ***For team awards, the following criteria, plus the criterion above, will be considered.*** Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department/unit.

**APPLICATION AND SELECTION PROCESS:**

**March 13, 2015:** The Call and the nomination application forms are distributed to all ANR unit directors.

**No Later than April 30, 2015:** Nomination applications submitted via e-mail to: [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) .

**May 2015:** An appointed review committee will review applications submitted by the due date. The committee will select up to 20 individuals and two teams to be awarded.

**May 27, 2015:** Unit directors and the candidate are notified of the final decisions.

STAFF APPRECIATION AND RECOGNITION PROGRAM

**2014-15 Nomination Application Form**

**Individual Performance - CASH AWARD**

**2 PAGE LIMIT**

|  |
| --- |
| **Staff Name:** **Supervisor:** |
| ***Unit:***  ***Unit Location:*** |
| ***Award: Up to $1,250 per individual award*** |
| *Priority:* If submitting more than one individual nomination from your unit for the individual performance category, please have the director of the unit prioritize the unit’s submissions. Please prioritize in this space provided. |

Provide specific information about the individual who has contributed in specific ways. Examples of qualifying outcomes include improved customer service, innovative ideas for process simplification, productivity improvements, cost reductions, revenue enhancements, and other measurable performance outcomes.

* **Exceptional performance**: Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.
* **Creativity:** One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.
* **Organizational abilities:** Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness.
* **Work success:** Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.

**Page 2 Awards Individual**

**Additional Comments:**

**Required Signatures: Please sign and scan or use an electronic signature before submitting.**

**Immediate Supervisor**

**Department or Unit Head/Director**

**Nomination applications are due no later than April 30, 2015.**

**Submit via e-mail to:** [**anrstaffpersonnel@ucanr.edu**](mailto:anrstaffpersonnel@ucanr.edu)**.**

**Confirmation e-mail will be sent with 24 hours.**

**STAFF APPRECIATION AND RECOGNITON PROGRAM**

**2014-15 Nomination Application Form**

**Team Performance - CASH AWARD**

**2 PAGE LIMIT**

***List staff names:***

|  |  |  |
| --- | --- | --- |
| ***1.*** | ***3.*** | ***5.*** |
| ***2.*** | ***4.*** | ***6.*** |
| ***7.*** | ***8.*** | ***9.*** |
| ***10.*** | ***11.*** | ***12.*** |

***(Add additional names on separate piece of paper entitled Team Members Continued)***

|  |
| --- |
| **Supervisor:** |
| ***Unit(s): Unit Location(s):*** |
|  |
| ***Award: Up to $1,000 per individual on team will be awarded for up to 12 individuals. Amount of Award will be pro-rated if more than 12 team members. Total Award: $*** |
| *Priority:*  If submitting more than one team nomination from your unit for the team performance category, please have the director of the unit prioritize the unit’s submissions. Please prioritize in this space provided. |

Provide specific information about the specific contributions of the team. Examples of qualifying outcomes include improved customer service, innovative ideas for process simplification, productivity improvements, cost reductions, revenue enhancements, and other measurable performance outcomes.

* **Teamwork:** ***For team awards, the following criteria, plus the criterion below, will be considered.*** Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department or unit. Demonstrating superior interactions with, and a positive influence on, managers, peers, supervisors, direct reports, the University community, and the client population served.

Also, describe activities as a team in the following areas:

* **Exceptional performance**: Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.
* **Creativity:** One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.

**Organizational abilities:** Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness.

* **Work success:** Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.

**Additional Comments:**

**Required Signatures: Please sign and scan or use an electronic signature before submitting.**

**Immediate Supervisor(s)**

**Department or Unit Head(s)/Director(s)**

**Nomination applications are due no later than April 30, 2015.**

**Submit via e-mail to:** [**anrstaffpersonnel@ucanr.edu**](mailto:anrstaffpersonnel@ucanr.edu)

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