

STAFF RECOGNITION AWARDS PROGRAM (STAR)

**CALL FOR NOMINATIONS**

**Deadline for Submission:**

**Thursday, March 31, 2016**

**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:**

**February 2016:** The call for nominations is distributed to all ANR unit directors.

**No Later than March 31, 2016:** Nomination applications submitted via e-mail to: [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

**April - May 2016:** 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 2016:** Unit directors and award winners are notified of the final decisions.

STAFF APPRECIATION AND RECOGNITION PROGRAM

**2015-16 Nomination Application Form**

**Individual Performance**

**2 PAGE LIMIT**

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| **Nominee:** **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’s contributions and achievements in one or more of the following areas. 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.

**Additional Comments:**

**Required Signatures: In signing, the supervisor is confirming that the nominee meets the eligibility criteria in the STAR Plan Guidelines.**

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

**Immediate Supervisor Signature Print Name**

**Department or Unit Head/Director Signature Print Name**

**Nomination applications are due no later than March 31, 2016.**

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

**STAFF APPRECIATION AND RECOGNITON PROGRAM**

**2015-16 Nomination Application Form**

**Team Performance**

**3 PAGE LIMIT**

***For each team member, list the nominee’s name, unit and supervisor. If there is more than one supervisor, you can use this space to document the supervisor signatures.***

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| **Nominee** | **Unit** | **Supervisor** |
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**Award: Up to $1,000 per individual on team will be awarded for up to 12 individuals. The amount of the award will be pro-rated if there are more than 12 team members.**

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| **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.** |
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Provide specific information about the specific contributions of the team in one or more of the following areas. 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.
* **Teamwork:** ***For team awards, the following criteria 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.

**Additional Comments:**

**Required Signatures: In signing, the supervisors are confirming that the nominees meet the eligibility criteria in the STAR Plan Guidelines.**

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

**Immediate Supervisor Signature Print Name**

**Department or Unit Head/Director Signature Print Name**

**Nomination applications are due no later than March 31, 2016.**

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