

## **2022 THCAS Junior Staff Excellence Award**

The THCAS Junior Staff Excellence Award is given to SHRA employee(s) within the College who have shown exemplary professionalism and have gone above and beyond the requirements of their position. The recipient of this award must: demonstrate a positive attitude, be a team player and exhibit characteristics of an exemplary member of *PirateNation*. Applications for this award will be reviewed for performance of job duties within the College, customer service both within the department, college and University and overall professional conduct. Junior staff members are SHRA with a minimum of one but no more than 5 consecutive years with the University.

### **I. Character**

- a. Positive and uplifting attitude
- b. Compassion and empathy for others
- c. Creates and upholds a positive image for the University

### **II. Dedication**

- a. Willingness to aid fellow colleagues

### **III. Job Performance**

- a. Resourcefulness
- b. High quality of work within their job duties
- c. Exceeds job expectations – Goes beyond their job duties
- d. Attentive to detail

### **IV. Customer Service**

- a. Provides quality customer service to the University's consumers (students, faculty, staff, and visitors)
- b. Volunteer and service work
- c. Worked or assisted on a major project
- d. Other examples of excellence not covered in above criteria
- e. Willingness to aid fellow colleagues

***\*\*Please note that performance within job duties is only a small portion of the THCAS Staff Excellence Award criteria. We are looking to honor our staff members who go "above and beyond" the call of duty.***

## **Requirements for THCAS Junior Staff Excellence Award**

- Nominees must be a SHRA (administrative, technical full or part time) employee within the College
- Nominees must have been employed by the University for at least one but no more than five continuous years.
- Recipients of the THCAS Staff Excellence Award from the previous two years will not be eligible to receive the award.
- Staff members participating with the award decisions will be ineligible to receive this award.

## **Nomination Process for THCAS Junior Staff Excellence Award**

- A call for nominations will be sent to THCAS faculty and staff.
- Self-nominations are not accepted.
- Nominations will be submitted via Qualtrics
- Nomination deadline: **March 28, 2022**

## **Recognition**

- The recipient will also be recognized at the THCAS Convocation in August.