

****The Form is for Board of Trustee Members Only****

Community College Classified Employee of the Year Award Scoring Form

Employee Name: _____

College District: _____

Job Title: _____

Document(s) provides evidence of: (Total Points = 60)	Possible Points	Points Given
Commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district.	1 - 10	
Commitment to high standards of job performance and exemplifies professionalism. <ul style="list-style-type: none"> • Motivated and interested in the job • Demonstrates high skills, competence, and knowledge on the job • Plays a leadership role in employee/management collaboration • Promotes collaboration within the work environment • Is committed to high standards of performance • Exemplifies professionalism at all times • Steps up to cooperatively work through problems 	1 - 15	
Commitment to serving the institution through participation in college, professional and/or community activities. <ul style="list-style-type: none"> • Is involved in college and/or district activities • Organizes others within the work environment • Promotes open communication among work groups • Willingness to take the extra step 	1 - 15	
Commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities. Evidence of activities that reveal leadership through participation in employee organizations, community. <ul style="list-style-type: none"> • Is involved in professional and/or community volunteerism/activities • Organizes others within the community • Acts of service above and beyond the call of duty 	1 – 15	
Up to five points are possible for additional information.	1 – 5	
Total Points (maximum 60)	60	

Comments and Recommendations:

Rank: _____ of _____

Signature of Reviewer: _____