

****Sample Scoring Form for use by Board of Trustee Members Only****

2021 Classified Employee of the Year Award
Scoring Form

Employee Name: _____

Community College District: _____

Job Title: _____

Document(s) provides evidence of: (Total Points = 60)	Possible Points	Points Given
Commitment to the <i>Vision for Success</i> and equitable student outcomes. Examples provided.	1-10	
A Commitment to higher standards of job performance and professionalism. <ul style="list-style-type: none">• Demonstrates competency and knowledge on the job to serve a diverse student population• 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's diverse student population through participation in college, professional and/or community activities. <ul style="list-style-type: none">• Involvement 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 and the local community. <ul style="list-style-type: none">• Involvement 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)		

Rank: _____ of _____ Signature of Reviewer: _____