

SOAR

STAFF OUTSTANDING ACHIEVEMENT AND RECOGNITION AWARD FORM

Nominate a staff member OR a group of employees for recognition of an outstanding job performance. This is defined as work performed, "above and beyond" job duties in any of the six service excellence standards (see reverse).

Eligibility Requirements

- Full-time, part-time and temporary employees OR a group of employees who are staff members (specialists, classified) of the College of Lake County. Faculty and Administrative/professional, and student workers may be nominated only for their participation in a group.
- The outstanding performance may be in a specific incident or as overall character and service to CLC.
- The nominee(s) must not have received the award within the last year.

Instructions

- Complete this form, putting the employee(s)' name(s) on the bottom of this page and providing the information requested on the reverse side.
- When you describe the nominee's performance, **please be specific and complete**, so that the committee will be able to make an informed decision.
- The completed form should be sent to the Nominations Coordinator, Melanie Kessler, mkessler@clcollinois.edu or delivered to room B237.

Timeline

- Nominations may be submitted anytime within the 6 month designated period up until the deadline announcement. Late nominations will be held for the next nomination period.
- The review months are normally February and September.
- Recognition certificates are presented at the SOAR celebration.

Recognition Gifts

Each recipient will receive a copy of the nomination form and a certificate of recognition in his or her personnel file in Human Resources. With permission, the recipient will have his or her name listed in *Connections* and a photo taken and displayed in an area reserved for the SOAR program. Additionally, recipients will select a gift.

- Individual award recipients will receive a choice of the following:
 - \$25 gift certificate for the Willow Room/Lancers, CLC Bookstore, or Arcetera
 - 4 movie tickets
 - \$25 gift certificate from Somethings Brewing
 - \$25 gift certificate from Borders
- Groups who receive an award will select one of the following:
 - Pizza party
 - Dessert Table
 - Hot Breakfast Bar in the Willow Room

A reserved parking space will be given to one of the award recipients, drawn by chance from the group of recipients. The space will be reassigned at the time of the next nomination selection.

Name(s) of person(s) you are nominating

Nominee's department:

Nominee's Supervisor:

Your name:

Date:

Control No: Month

#

Control No: Month ____ # ____

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The following criteria are used to evaluate the nominee. Direct your comments to these six service excellence standards. Be **specific** and complete describing why you think this person/group deserves the SOAR award.

Reliability - provides what is promised in a dependable and accurate manner.

Responsiveness - willingness to help an individual promptly or negotiate a mutual solution; takes initiative.

Assurance - conveys trust, competence, and confidence.

Empathy – demonstrates caring and provides individual attention.

Tangibles – service to an individual, group, CLC or the community (i.e. serves on Committees and/or Commissions); assists in upholding CLC's physical facilities, equipment, and appearance.

Knowledge - understands the responsibilities of the department and specific jobs. Understands interconnectedness of CLC's services and departments.
