JHURA and ORA Research Administrator Staff Recognition Awards

Excellence and Rookie of the Year Award Criteria 2023

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | 1. **No Evidence** | 1. **Limited Evidence** | 1. **Suitable Evidence** | 1. **Strong Evidence** | 1. **Exceptional Evidence** |
| **Achievement/Contributions Identified** | No achievements/contributions identified | Limited level of detail regarding achievements/contributions provided | Achievements/contributions demonstrate the nominee once or twice going above the normal scope of their role | Achievements/contributions demonstrate the nominee occasionally going above the normal scope of their role | Achievements/contributions demonstrate the nominee consistently going above the normal scope of their role |
| **Exemplary Service, Activities, or Performance Identified** | No exemplary service, activities, or performance identified | Limited exemplary service, activities, or  performance identified | Exemplary service, activities, or performance demonstrated once or twice going above the normal scope of their role | Exemplary service, activities, or performance demonstrated occasionally above the normal  scope of their role | Exemplary service, activities, or performance demonstrated consistently above the normal scope of their role |
| **Team Player Qualities/Behaviors Identified** | No team player qualities/behaviors identified | Limited level of team player qualities/  behaviors identified | Team player qualities/behaviors demonstrated once or twice going above normal scope of their role | Team player qualities/behaviors   demonstrated occasionally above the normal scope of their role | Team player qualities/behaviors   demonstrated consistently above the normal scope of their role |
| **Outstanding Commitment and professionalism identified** | No outstanding commitment and professionalism identified | Limited level of outstanding commitment and professionalism identified | Outstanding commitment and professionalism demonstrated once or twice going above normal  scope of their role | Outstanding commitment and professionalism demonstrated occasionally above the normal scope of their role | Outstanding commitment and professionalism   demonstrated consistently above the normal scope of their role |