Guidelines to Assist Supervisors in the Nomination of APT Employees For Performance Awards (PA)

Does Employee Meet Eligibility Criteria?

- Must have been employed in the current position for at least 6 months (as of May 1st of the current year).

- Must have received an overall “Exceptional” performance rating in the current evaluation period (11/01/05 – 10/31/06).

- Must have been nominated by the supervisor.

Performance Award (PA) Nomination:

**Definition:** A discretionary award to an employee whose performance consistently exceeds performance expectations for the current evaluation period. Award paid as a lump sum stipend and ranges from a 2% to 8% award.

Supervisors nominate employees based on work accomplished during the current evaluation period. The award is based solely on the information in the nomination submitted; the reviewing committees do not request for additional information/clarification from the supervisor, Dean/Director, program, etc.

Thus, to facilitate the nomination and review process, it is highly recommended that supervisors include the following information, if applicable, on the nomination form.

1. Describe in detail the major projects/assignments completed during the evaluation period and the period of time spent on each project.

2. Describe in detail the nominee’s role and responsibilities in completing the project/assignment.

3. Describe in detail the project impact to the University.

4. Describe in detail the project benefits to the University (i.e., significant cost savings, efficiency, high visibility, revenue producing, etc.)

5. Describe in detail the outstanding service to the University or work unit completed during the evaluation period.

6. Describe in detail the significant increase in quality of work. Include any background information, special circumstances, etc.

7. Describe in detail the significant increase in quantity of work. Include any background information, special circumstances, etc.