**Sample Employee Recognition Program Nomination Review Rubric**

This rubric is designed to guide the evaluation of nominations systematically. Each committee member can assign scores based on their judgment, and the total points can help in ranking nominations. Adjust the weights and criteria based on the emphasis your department places on specific aspects of performance and achievement.

**Nominee Information:**

* **Nominee's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Nomination Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Nominated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Criteria:**

**1. Impact on Team or Department (30 points):**

* **5 points:** Exceptional impact, significantly contributing to team goals.
* **4 points:** Consistent positive impact on team performance.
* **3 points:** Some positive impact but not consistently demonstrated.
* **2 points:** Limited impact on team goals.
* **1 point:** No noticeable impact on team or department.

**2. Innovation and Creativity (25 points):**

* **5 points:** consistently demonstrates innovative approaches.
* **4 points:** frequently contributes creative solutions.
* **3 points:** occasionally demonstrates creativity.
* **2 points:** Rarely offers creative solutions.
* **1 point:** No evidence of innovative thinking.

**3. Leadership and Collaboration (20 points):**

* **5 points:** Demonstrates exceptional leadership and collaboration.
* **4 points:** Consistently leads and collaborates effectively.
* **3 points:** Demonstrates occasional leadership and collaboration.
* **2 points:** Rarely takes on leadership roles or collaborates.
* **1 point:** No evidence of leadership or collaboration.

**4. Customer/Client Impact (15 points):**

* **5 points:** Significant positive impact on customer satisfaction.
* **4 points:** Consistently contributes to positive customer experiences.
* **3 points:** Occasionally positively impacts customer satisfaction.
* **2 points:** Rarely contributes to positive customer experiences.
* **1 point:** No noticeable impact on customer satisfaction.

**5. Exceeding Expectations (10 points):**

* **5 points:** Consistently exceeds expectations in assigned tasks.
* **4 points:** Often goes above and beyond in meeting expectations.
* **3 points:** Occasionally exceeds expectations.
* **2 points:** Rarely exceeds expectations.
* **1 point:** Does not exceed expectations.

**Total Points: [To be calculated by the committee]**

**Comments:** [Provide space for committee members to add comments or specific examples related to each criterion.]

