

Chancellor's Award for Excellence in Professional Service Candidate Data Summary Sheet

Candidate: _____

Date: _____

Please evaluate the candidate's packet in the following categories with special emphasis relative to **RECENT EVIDENCE** within the past 3 to 5 years. Please use the rating scale and descriptors to define the candidate's performance in fulfilling the job to the position held.

Not Available/Unsatisfactory	Present/Satisfactory	Average	Superb	Excellent
1	2	3	4	5

Category	Points Allocated	Notes/Remarks
A. Introduction (Rate 1 or 2)		
Nominating Letter(s)		
Current Vitae		
Duty Statement		
Current Job Description (HR)		
B. Capabilities and accomplishments		
Initiation of ideas		
Committee Activities		
Leadership		
Decision Making		
Problem Solving		
Community Involvement		
Other Accomplishments		
C. Campus Support Letters (Peer, Student, Staff, Administration)		
Peer		
Student		
Staff		
Administration		
D. External Support and Recognition Letters		
External Support Letters		
External Recognition Letters		

E. Overall Packet Organization		
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Total Possible Points (78) Total:

In addition, please give this candidate UP TO 3 POINTS for a category, accomplishment or extraordinary achievement NOT listed above. Please specify: _____

Points above _____ **+ Extra Points** _____ **= Total Points** _____