

# **East Georgia State College**

## **OUTSTANDING STAFF OF THE YEAR**

### **"STAR" Award**

This annual award recognizes staff for their exceptional **S**ervice, **T**eamwork, **A**ttitude, and **R**eliability (STAR). Each of the President's direct reports will select one staff member for the award. The major departments represented include: Academic Affairs, Business Affairs, Student Affairs, Public Safety, External Affairs, Facilities, Information Technology, EGSC Statesboro, and EGSC Augusta.

#### **I. Eligibility**

- Full-time classified staff with a minimum of one-year continuous service with EGSC
- Recipient must not have any current disciplinary issues
- Recipients of this award are not eligible to receive it again for three years

#### **II. Selection Criteria**

##### **1. Service:**

- Provides outstanding customer service to students, faculty, parents, co-workers and community members
- Serves as an Ambassador for East Georgia State College beyond job requirements
- Performs job in an exceptionally courteous and cooperative manner
- Provides prompt, efficient and reliable service

##### **2. Teamwork:**

- Develops and encourages cooperation and collaboration, while displaying outstanding group effort
- Consistently offers support, assistance and encouragement to co-workers without being asked to do so
- Contributes to an exceptionally supportive, team-oriented environment
- Fills in when department is short-staffed

##### **3. Attitude:**

- Instills in his or her co-workers a sense of responsibility and dedication to EGSC
- Consistently demonstrates patience, good humor and enthusiasm while on the job
- Optimistically embraces change
- Demonstrates excellence in resolving conflicts and/or when facing challenges

##### **4. Reliability:**

- Is dependable and trustworthy
- Produces a high quality and quantity of work over an extended period of time
- Gives extra effort to complete a job or handle a heavier workload
- Volunteers for and works on special projects