

**University System Offices**  
**Distinguished Employee Leadership and Team Award (DELTA)**  
**Individual Nomination Criteria and Examples**

Under each criterion is a list of examples for that criterion.

- 1. Demonstrates excellence in overall work performance.**
  - Accepts responsibilities and performs duties above and beyond what is normally expected.
  - Works diligently to complete work projects.
  - Demonstrates extensive knowledge and competence in a wide array of work related topics.
  - Uses knowledge and expertise to quickly troubleshoot/solve problems.
  - Handles a large workload in an effective and timely fashion.
  
- 2. Exhibits initiative and creativity resulting in improved operating efficiency of the department and/or University.**
  - Suggests and/or develops new work methods that increase productivity, saves time and money.
  - Prioritizes work to increase effectiveness and efficiencies.
  - Identifies and addresses work problems and helps to resolve them.
  - Work contributes to the direction of the unit and organizational goals.
  - Demonstrates high level of quality control.
  
- 3. Promotes positive morale by displaying a congenial, supportive attitude and by providing service to others.**
  - Interacts with others in a positive, enthusiastic, and professional manner.
  - Commands the respect of co-workers, supervisor, students, and clients alike.
  - Assists others with challenges that impact work life.
  - Remains calm and assured while helping others get through a crisis or challenging situation.
  - Provides services which are outside the scope of normal work duty.
  - Serves as a team player and encourages teamwork in others.
  
- 4. Puts forth an effort to improve self as well as to develop and recognize others.**
  - Serves as an informal mentor for others by providing advice, guidance, feedback, and encouragement.
  - Helps to integrate new employees into the work environment.
  - Shares personal knowledge and skills with others in an effort to assist them.
  - Serves as a positive role model for others.
  - Recognizes others' accomplishments, either publicly or privately.
  - Takes the initiative to improve individual skills and knowledge.
  - Gives credit to others appropriately.
  
- 5. Enhances the image of the department and/or University.**
  - When given the opportunity, serves on committees that promote the unit/University.
  - Assists in the development of processes or programs that are imitated in other units/Universities.
  - Exhibits a high degree of professionalism.