

Guidelines for Selection of STAR Award

Purpose:

The purpose of this award is to recognize staff members of the University of Georgia, College of Pharmacy who have demonstrated STAR qualities in the performance of their duties during the previous quarter based on the criteria below.

Nomination:

Anyone (inside and outside of the College of Pharmacy) may nominate any staff member who meets the eligibility requirements listed below. Nominators are encouraged to provide specific examples of how the nominee demonstrated outstanding service, teamwork, attitude and reliability in the previous quarter. In the event that a staff member receives multiple nominations, the selection committee will consider the first three received only. Nominations for the quarterly STAR Award will be accepted:

- First Quarter (January 1 – March 31) – award will be given in April
- Second Quarter (April 1 – June 30) – award will be given in July
- Third Quarter (July 1 – September 30) – award will be given in October
- Fourth Quarter (October 1 – December 31) – award will be given in January

Nominators must include their name on the submission form, which is viewed by Dean Øie and the Selection Committee. Upon request, nominators may remain anonymous to all others, including the nominee.

Eligibility:

- The nominee must be a permanent, benefits eligible staff member with a minimum of 1 year of service at the College of Pharmacy prior to the beginning of the quarter in which they are nominated.

Selection Committee's Duty:

The Committee will consist of: The Faculty Council Chair or his/her designee, two faculty members, and one student chosen by the Dean, and the STAR Award recipient from the prior quarter.

From the nominations received, the Committee will select the “STAR” Awardee based on the best performance in the previous quarter according to the following criteria:

- **Service:** The nominee provided outstanding customer service, whether to students, faculty, parents, co-workers or community members.
- **Teamwork:** The nominee developed and encouraged cooperation and collaboration, while displaying outstanding group effort. The nominee also consistently offered support, assistance and encouragement to co-workers, without being asked to do so.

- **Attitude:** The nominee consistently demonstrated patience, good humor and enthusiasm while on the job. The nominee also demonstrated excellence in resolving conflicts and/or facing challenges.
- **Reliability:** The nominee provided prompt, efficient and reliable service. The nominee was both dependable and trustworthy, and instilled in his or her co-workers a sense of responsibility and dedication to the University.

The Committee will provide to the Dean, in written form, why the Committee chose this particular person (this should be in a form that could be read at the awards ceremony).

Awards and Recognition:

The STAR Award consists of a cash award of \$250.00 and a certificate.

The nomination form is available on the College of Pharmacy website at:

<http://www.rx.uga.edu/images/pdf/star/star-award-form.pdf>