**Shining STAR Award**

 **Nominee Eligibility**

* Full-time employee in a clerical or staff support role in the SOAH and the College of Health Sciences

**Nominee Criteria**

* **Service:** provides exceptional customer service to students and colleagues, displays courtesy of others
* **Attitude:** Performs all aspects of the position in an exemplary manner, shows determination to meet school or college goals; displays positive attitude toward responsibilities and people
* **Teamwork**: continuously provides assistance to colleagues, supportive, and dedicated to team concept
* **Reliability:** Is consistently dependable, functions with integrity daily

 **Nomination Procedure & Documents**

1. Nominations may be made by any faculty, student, program director, school director, or administrator at ULM.
2. Submit Online Nomination form

**Rating:
4 = Very Strong
3 – Strong
2 – Adequate
1= Minimal**

|  |  |
| --- | --- |
| **Criteria** | **Rating 4 - 0** |
| Customer Service |  |
| Positive Attitude |  |
| Supportive and Dedicated to the team |  |
| Reliable |  |
| Overall Shining STAR Employee |  |
| **Total Points** |  |