



### Nomination Rating Rubric

Rate the strength of the examples provided on the nomination form for each of the below values.

Nominee: \_\_\_\_\_

Date of Nomination: \_\_\_\_\_

	Excellent	Above Average	Average	Poor	N/A
	16-20	11-15	6-10	0-5	0
<b>Value: We are STEWARDS for the District of Columbia.</b>					
<p>This value embodies the responsible planning and management of District government resources and property. This value is exhibited when employees:</p> <ul style="list-style-type: none"> <li>• understand and make choices that reflect each resident and stakeholder of the District;</li> <li>• resolve challenges or obstacles they encounter;</li> <li>• understand the importance of sharing individual knowledge and skills to help others;</li> <li>• display responsible management of a system, program, resources, or District government property; and</li> <li>• carefully plan the use of resources and leverage all opportunities and resources.</li> </ul>					
<b>Value: We are LOYAL to our team and our city.</b>					
<p>This value describes an internal commitment to be hardworking and dedicated to the successful completion of shared city priorities in a transparent manner. This value is exhibited when employees:</p> <ul style="list-style-type: none"> <li>• display integrity and transparency;</li> <li>• are enthusiastic, eager, passionate, and hard-working. They show up to work on time, follow through on deadlines, and communicate openly;</li> <li>• are team players who can help a co-worker complete an assignment or train another employee on how to perform a job function;</li> <li>• display positive attitudes towards colleagues and customers; and</li> <li>• share knowledge for improvements/solutions.</li> </ul>					



	Excellent	Above Average	Average	Poor	N/A
	16-20	11-15	6-10	0-5	0
<b>Value: We are ACCOUNTABLE to each other and those we serve.</b>					
<p>This value describes an employee who willingly takes responsibility for one’s own actions and for the results of his or her work while not assuming it is someone else’s responsibility. This value is exhibited when employees:</p> <ul style="list-style-type: none"> <li>• take initiative on assignments because they recognize other team members are dependent on the results of their work;</li> <li>• take ownership over their own performance/actions whether good or bad;</li> <li>• persist and thrive in their performance even when challenges present themselves; and</li> <li>• practice good, open, pro-active communication to keep team members informed on the status of all commitments.</li> </ul>					
<b>Value: We are RESPECTFUL, RESPONSIVE, and ACCESSIBLE.</b>					
<p>Employees who demonstrate these values understand the importance of being a good communicator, a team supporter, and having strong interpersonal skills in every environment. This value is exhibited when employees:</p> <ul style="list-style-type: none"> <li>• have a basic consideration of other people's feelings while at work;</li> <li>• react in a timely and positive manner when given an assignment/task by managers and/or colleagues;</li> <li>• are engaged, alert, and aware of what is being asked of them;</li> <li>• treat everyone with courtesy and professionalism;</li> <li>• nurture a climate of care, concern, civility; and</li> <li>• are friendly, easy to talk to, and approachable.</li> </ul>					



	Excellent	Above Average	Average	Poor	N/A
	16-20	11-15	6-10	0-5	0
<b>Nomination Criteria and Guidelines</b>					
<ul style="list-style-type: none"> <li>Does the nomination <u>clearly</u> explain how nominee’s performance reflects all four (4) Mayoral Values?</li> <li>Does the nomination include values in action?</li> <li>Are specific examples for each value included?</li> <li>Does the nomination explain how the nominee’s performance went above and beyond normal work duties?</li> <li>Does nomination include a brief synopsis of job?</li> </ul>					
<b>Attachments (grade as part of the above criteria)</b>					
Are all attachments related to Mayoral Values?					
Are attachments relevant to nomination?					

**Total points:** \_\_\_\_\_

**Additional Remarks:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_