

**PAEOP Kopf Award of Recognition
Award Reviewer Rating Sheet**

Year _____ Application # _____ Award Reviewer # _____

(rate each bullet point within the categories below from the recommendation letters)

	0 Limited Evidence	1 Strong Evidence	2 Excellent Evidence
Job Knowledge / Skills / Performance			
<ul style="list-style-type: none"> Has acquired necessary knowledge to function exceedingly well in role and seeks to expand understanding and knowledge base 			
<ul style="list-style-type: none"> Possesses technical skills required to perform tasks at the highest level and seeks to expand skills 			
<ul style="list-style-type: none"> Displays soft skills to effectively navigate environment and work well with others 			
Customer Service / Collaboration / Impact			
<ul style="list-style-type: none"> Goes above and beyond in providing outstanding service and delivers at the highest standards 			
<ul style="list-style-type: none"> Demonstrates significant and positive impact on others (colleagues, parents, students, etc.) 			
<ul style="list-style-type: none"> Team player, works cooperatively with all, provides support wherever needed, focuses energy striving for the common goal, works toward success of organization 			
Commitment / Reliability / Contribution			
<ul style="list-style-type: none"> Demonstrates ability to adjust to changing conditions and new and demanding job requirements ; Reliable and dependable; 			
<ul style="list-style-type: none"> Considered go to person in the office; sought out by many; Is able to meet challenges with available resources 			
<ul style="list-style-type: none"> Demonstrates initiative; resolves items without direction; anticipates needs, provides solutions 			
Leadership / Judgement / Integrity			
<ul style="list-style-type: none"> Consistently demonstrates good leadership skills 			
<ul style="list-style-type: none"> Responds appropriately to situations, uses discretion in confidential matters 			
<ul style="list-style-type: none"> Demonstrates highest standards and principles 			
TOTAL			

Reviewer Comments: