

UCSF School of Medicine STAR Achievement Award Nomination Letter Checklist and Best Practices

1. Eligibility for award (all criteria must be met):

Nominee is a: policy-covered career PSS employee, MSP employee, or exclusively represented employees in the Clerical Unit (CX).

Nominee is on active pay status or on an approved unpaid leave.

Nominee has a performance rating of Successfully Meets Expectations or better overall rating on their most recent annual performance evaluation. (PPSM 23 requires that written performance evaluations be completed annually.) New employees who have not yet received an annual performance evaluation may be eligible for an award if their manager confirms on the nomination form that they are “successfully meeting expectations” and attaches a written review of performance.

Nominee has worked on a specific project or event that is above and beyond the normal scope of his/her regular job scope.

2. The contribution that is being recognized must reflect at least one of the Chancellor’s Goals and/or the UCSF PRIDE Values.

Criteria	Definition	Framed as a Question
Chancellor’s Goals	<ul style="list-style-type: none"> • Foster Innovation • Build Value-Added Partnerships • Bolster Financial Resiliency • Nurture UCSF’s Culture and Empower Its People 	How has the nominee demonstrated the Chancellor’s Goals and/or UCSF PRIDE Values?
UCSF PRIDE Values	<ul style="list-style-type: none"> • Professionalism • Respect • Integrity • Diversity • Excellence 	
Performance Standards	<ul style="list-style-type: none"> • Exceptional Performance • Creativity • Organizational Abilities • Work success • Teamwork 	How does the nominee specifically demonstrate Exceptional performance, Creativity, Organizational abilities, Work success, and Teamwork?

3. Create a unique verbal picture of your nominee.

- Describe unique characteristics that are more than just that the nominee is a great or nice person. Avoid sweeping generalities.
- Selection Committee members are relying on your words to give them a positive, factual picture of your nominee's accomplishments. Explaining detailed behaviors and giving specific examples will make it obvious why someone deserves to be recognized.
- Support the nomination with your own observations, as well as qualitative and quantitative facts, statistics, metrics, etc.
- Provide a complete overview of the nominee or team's accomplishment. It is important to tell the nominee's story as you would to a stranger. Avoid using jargon.
- Keep it brief. Avoid giving work history or job descriptions, unless it directly relates to the award criteria. The goal is quality, not quantity.

4. In providing results, is the contribution an activity or project that is still being developed?

- If the project is still being developed or has not produced results, consider identifying major milestones completed and the impact to the overall outcome. If this progress is not of substantial impact, consider waiting to submit the nomination until after the results/impact can be documented and supported.
- Be sure to include unusual challenges the nominee had to overcome.
- Describe the amount of time and resources spent on the project (e.g., if the project is on time or early, at or under budget)

5. Verify all information in the nomination.

- Nominations should be checked carefully to verify that all information submitted is accurate.
- Ensure that all acronyms are spelled out and are correctly defined.

6. How to Handle Multiple Nominations

- If more than one person is nominating an individual for the same accomplishment, nominators are encouraged to coordinate and co-sign one nomination, if possible.
- Multiple nominations are allowed for an individual for separate and distinct accomplishments.

