

Connecticut HR Specialist/Support Staff Award

The Human Resources Specialist/Support Staff Award is given to an individual whose contributions have had significant impact on the efficiency of the human resources office and to the field of human resources; who has at the local, state/province, national, and/or international level distinguished themselves through leadership service; and is a collaborative, contributing participant in personnel functions and/or programs. Active CASPA membership is not required. The nominee shall not serve in a managerial or supervisory capacity to be eligible for the award.

Documentation for each category is required.

Element	Distinguished (4 points)	Satisfactory (3 points)	Minimal (2 points)	No Evidence (1 point)	Score
Contributions to Field of Human Resources or Process/Strategy/ Initiative	Demonstrates extensive and exceptional evidence and examples of creativity and visionary work in human resources process/strategy /initiative leading to change in practices and policy in district and/or field of human resources. Demonstrates practices are replicable in other districts.	Evidence and examples of participation in human resources process/strategy/initiative(s) provided.	Limited evidence of participation in human resources initiative provided.	No evidence of participation in development or implementation of human resources initiative provided.	
Contributions to Human Resources Office	Makes substantial contributions to the human resources office that improves the efficiency of the department. Demonstrates innovative practices that are replicable to other departments.	Evidence of contributions to the human resources office are provided. Some evidence that practices implemented are innovative or replicable in other departments.	Limited contributions to the human resources office.	No evidence of contributions to the human resources office.	
Leadership in Human Resources	Service on Board, or Committee, for AASPA, State, or Local/Regional Affiliate.	Evidence of contribution to AASPA, State, Local or Regional Affiliate provided.	Limited participation in AASPA or State, Local/ Regional Affiliate.	No participation in AASPA, State or Local/Regional Affiliate.	
Team Player	Consistently collaborates with colleagues in positive and productive manner. Consistently, volunteers expertise/time/effort or serves as resource or mentor to others in the department /district. Serves as model for others. Assumes leadership role on team/department.	Collaborates with colleagues in positive and productive manner. Has volunteered or served as mentor.	Maintains cordial rather than collaborative relationships with colleagues. Participates as mentor when asked.	No evidence provided regarding relationships with colleagues or mentoring.	
TOTAL SCORE					