



VCU School of Dentistry is committed to the values of Service, Teamwork, Attitude, Respect, and Stewardship (STARS). The purpose of this form is to recognize a faculty member, a staff member, or student who has demonstrated STARS qualities *above and beyond* normal expectations. Normal expectations can be defined as performing basic job duties, following the VCU Code of Ethics, and following the VCU Honor System.

Employee/Student Name:

Department or Clinic Area:

Date(s) of Occurrence:

Form Submitted by:

Phone # or email:

To submit a **STARS nomination** please describe (type or print legibly) the exemplary performance in as many categories as described below, to fully explain STARS behavior of the employee or student you are nominating. The example should state the situation and include the action taken by the employee or student. Submit the completed form in sealed envelope, to STARS Coordinator, HR - School of Dentistry, 1st floor mail-box, Wood Building.

Service and Ownership: This employee provides high quality service with care and concern for the staff and customers and takes pride in their job. Does the right thing for staff, customers and the School of Dentistry on a consistent basis as evidenced by this example:

Teamwork and Communication: This employee listens to his/her customers and is courteous and helpful. Anticipates the needs of staff, students and customers and provides assistance in a meaningful way, after listening or assessing the situation, as evidenced by this example:

Please return the form to STARS, HR Coordinator, School of Dentistry, mailbox, Wood Building, 1st floor.

Attitude and Professionalism: This employee maintains a positive attitude towards helping staff, students and customers, at all times. Provides services with a smile, in a friendly and helpful manner, combining appropriate guidance and support as required for the situation, as evidenced by this example:

Respect and Commitment: This employee treats others with respect and commitment to quality service, and care. Cooperates with others to get a job done, or work on solutions to issues. Shares the praise with others for jobs well done. Looks to elevate others, as well as self as evidenced by this example:

Stewardship and Ownership: This employee is invested in the School's overall mission and helps it to maintain a professional image. Keeps work area neat and uses resources wisely. Uses own talents to help others, as evidenced by this example: