

AASPA: Human Resources 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 him/herself through leadership service; and is a collaborative, contributing participant in personnel functions and/or programs. Active AASPA membership is not required. One recipient may be selected annually from each region.

Documentation for each category is required.

| Element | Distinguished (4 points) | Satisfactory (3 points) | Minimal (2 points) | No Evidence (1 point) | Score |
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| 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, Local/Regional Affiliate, or district. | Evidence of contribution to AASPA, State, Local Regional Affiliate, or district/department level leadership provided. | Limited participation in AASPA or State, Local/ Regional Affiliate, or district/department level leadership opportunities | No participation in AASPA, State Local/Regional Affiliate, or district/department leadership. | |
| 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 | | | | | |