

Thank you for assisting us with the FCAA's 2026 Circle of Excellence Awards. We greatly appreciate your time and effort to help us select the best of the best in the NE Florida marketplace.

## INSTRUCTIONS

- Each judge has been assigned 1-2 categories depending on size
- Each category folder contains subfolders for each nominee, including;
  - Nomination form
  - Nominee Questionnaire
  - Letter of Recommendation
  - Photos, if necessary
  - Score Sheets
- The following grading scale will be used for each question and/or section:

5 Points: Far exceeds expectations: exceptionally high quality of work that demonstrates performance going beyond standard roles and duties.

4 Points: Exceeds expectations: demonstrating performance that consistently exceeds the expectation model in all areas of responsibility.

3 Points: Meets expectations: demonstrating performance that consistently meets the expectation model in all areas of responsibility.

2 Points: Meets most expectations: performance meets the minimal criteria as established in the expectation model.

1 Point: Meets minimal expectations: performance failed to consistently meet the criteria as established in the expectation model.

### The Expectation Model

- **Adherence to and Professionalism of the Nomination Form:** i.e., All questions are answered, the form is error-free, and clearly understandable.
- **Tangible Evidence and Data:** The form includes factual information and documentation where necessary.
- **Compelling Narrative:** Stories and examples highlight challenges, solutions, and the impact of your work.
- **Showcase Innovation & Creativity:** Indicate how work improved or motivated processes and/or individuals; define what makes your work unique.

- **Value:** Efforts that have a sustainable impact on properties, teams, or the industry