

# FPM Outstanding Achievement Awards

## FPM DIRECTORS AWARD – ROOKIE CATEGORY

Eligible candidates include all FPM supervisory and management staff\* with more than 1 and less than 5 years of consecutive service at FPM. Management can be internal to USC or external to USC, such as consultants and architectural/engineering firms.

The Directors Award was created in 1998 focused on frontline staff and expanded in 2008 to eligible Facilities Management Services management and supervisory staff who were not eligible to receive the Sam Lee Award (known today as the FPM Outstanding Achievement Award). In 2021, while the criteria has remained the same, the award has been renamed the “FPM Directors Award” to reflect the incorporation of FMS, CCD and REAM into one organization and the addition of this Rookie Category.

### Directors Award Rookie Category Criteria

#### All candidates must:

1. **Have at least 1 full year and less than 5 years of consecutive service at FPM.** Must not have been a recipient in the last three (3) years.
2. **Have a track record of outstanding performance** – A minimum of 2 completed performance reviews with an evaluation score of 3.5 average, or higher. They cannot have any performance/ disciplinary issues within last 2 years.
3. **Demonstrate a positive attitude** – Adapts to change- is open to new ideas, handles pressure constructively, adjusts plans to meet changing needs. Has good listening skills, builds strong working relationships with staff and customers, is flexible/open-minded, negotiates effectively, solicits performance feedback and handles constructive feedback well.
4. **Have reputation for “going the extra mile”** – By helping out others through good teamwork and helping team meet all team goals, deadlines, and responsibilities; welcoming and coaching newcomers and promoting a team atmosphere; taking on less desirable assignments; taking on new responsibilities, listening to others and valuing opinions.
5. **Demonstrate outstanding customer service** – Handles customer questions and complaints, communicates with customers politely and in a timely manner, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands FPM services, maintains pleasant and professional image.
6. **Serve as an example to peers** – Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports FPM and USC values. Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development, sets good example for others.
7. **Display FPM Values** – consistently demonstrates FPM Values: Accountability, Collaboration, Respect, Trust, Employee Recognition

#### Process:

HR will generate a list of the employees who meet criteria #1 and #2, and populate an on-line application form.

- Directors and those in management positions will be notified that nominations are open.
- The form will be used to list the criteria for nominations.
- The Selection Team will vote on the nominees and select the recipients of the FPM Directors Award.
- All eligible nominees will be notified by unit director that they were nominated for the award through a letter which will go in their personnel file. Nominees not selected for Award will be eligible for a \$50 Gift Card.

Monetary Prize is \$500 per awardee. (subject to applicable tax laws)

NOTE: excludes members of the FPM Sr. Leadership Team in the following positions: VP, AVP, Assoc. Sr. VP, Director and Executive Director.