

1. Leadership Referencing the criteria below, describe leadership demonstrated through innovation, vision, and enterprise leading to significant outcomes, including the regional/provincial and/or national level.	
Innovation	Demonstrate the development of new approaches, including adaptation of technology, to improve a department's ability to deal with existing challenges.
Vision	Describe how visionary leadership effectively motivated a team toward a goal.
Enterprise	Enterprise: Demonstrate the acceptance of challenge of new ventures. (e.g.: launching a new initiative, program, website or other project where none existed.)
Impact	Describe the results or impact of how their leadership advanced or improved a college system or program.
Involvement	Describe local, provincial and/or international roles; significant involvement on internal and external committees; membership/involvement in professional associations.

2. Contribution to Others Referencing the criteria below, describe the candidate's contribution to others, including students, college, college system, and community.	
Students	Describe efforts that have improved and/or enhanced the college experience of students.
College	Describe activities that have improved and/or enhanced the local college.
College System	Describe activities that have improved and/or enhanced the college system across the province.
Community	Describe notable community involvement beyond the college, including community awards.

3. Excellence of Performance Referencing the criteria below, describe the candidate's excellence of performance including teams, outcomes/achievements and where the candidate exceeded job expectations.	
Team Involvement	Describe significant contributions as a member of a management team.
Achievements	Specify and describe noteworthy and obvious outcomes/achievements.
Beyond Job Expectations	Describe efforts above and beyond the duties of the job.
Recognition	Note recognition of others, including any relevant awards or written articles.