

Scoring Guidelines for the FPH Award for Staff

Each nomination for the FPH Award for Staff will need to be submitted using the appropriate application form which comprises of 1 question which will be scored in order to help choose the recipients for each year. Details of this question and how it is scored is given below:

Overall Scoring Criteria

A copy of every nomination will be given to its adjudicating team. For the FPH Award for Staff this will be:

- President
- Academic Registrar
- Registrar
- Treasurer
- One member of SMT

The make-up of the judging panel is designed to cover all areas of FPH business. Any of the above may appoint an alternate to be drawn from the FPH Executive Committee.

The scoring for each application will be as follows:

- 5 judges will assess each application
- This will be given a score out of 3.
- A minimum score of 9 is required to receive the award (Out of a maximum possible of 15)
- The applicant/s with the highest score will receive the award

These final scores act as a minimum threshold for those who may be awarded and are intended to help each awarding team narrow down who they may select. Nonetheless, the final decision of who may receive each award is based on the consensus of the adjudicating team.

Adjusted Scores

The total score for each application will be adjusted to account for any missing scores (though every effort will be made to find alternates if one of the designated judges is unable to score).. Each adjusted score will be calculated using the following formula:

Adjusted score = (sum of submitted scores/number of scores submitted) * number of scores needed

Question Details

Please write up to 500 words detailing why your nominee should be given the FPH Award for Staff. Remember to emphasise what your nominee has achieved in terms of their contribution to FPH's core work and strategic goals. Remember to explain why this contribution is outstanding and beyond the normal expectations of our staff.

This question gives applicants the opportunity to provide details as to why their nominee has performed in excess of what is normally expected within their particular role. Answers to this question should clearly identify why each nominee has excelled by providing evidence and examples where necessary. It is important to identify here that the contribution which is being awarded is the work of the individual nominee and not the work of a group.

This question also gives applicants the opportunity to explain the impact of the contribution made in regards to FPH objectives. This ensures that contributions which can still be considered as Outstanding if they have ensured that core FPH work is maintained through turbulent periods of time or in spite of unforeseen challenges.

Scorers should mark this question according to the following criteria:

Score	Criteria
0	No Contribution: • The contribution being put forward is not related to FPH work. • The contribution is the work of a team and cannot be attributed solely to the individual being put forward. • The contribution is below the standard expectation of members in this role. • The impact of the contribution cannot be identified. • The impact of the contribution does not relate to FPH goals and objectives.
1	Expected Contribution: • The contribution is related to FPH work and can be attributed to the individual nominee being put forward. • However, the contribution only falls within the expected remit or job description for their role. • The contribution can be identified as being support for co-ordination of member input to the topic areas in the committee workplans. • The contribution maintained existing work flows and produced expected outcomes
3	Outstanding Contribution: • The contribution has vastly exceeded the expectations and requirements for a particular area of work or a particular role. • The nominee has demonstrated outstanding commitment and individual motivation towards working beyond the scope of a predetermined role and a particular area of work. • The nominee individually shaped and determined a significant area of FPH work for the past 12 months • The contribution can be identified as being significant personal contribution of the nominees to the topic areas in the committee workplans. • The nominee and their contribution introduced a new area of FPH work which significantly contributes to strategic objectives and core work. • The contribution has greatly improved existing work. • The nominee has demonstrated significant commitment to FPH values, including operating with excellence and collaboration.