



Professional Services Excellence Award Assessment Criteria

The PSE Awards panel will consider each nomination individually and based upon the merit of the application for the named category. The panel encourages applications from all members of staff who are either nominating a member from professional services or self-nominations from professional services members from any grade level. The panel looks for quality over quantity, therefore, a staff member can only be nominated once per category.

Application Guidance:

1. Please ensure that all fields of the application form are completed prior to submission
2. Applicants can only be nominated **once** per category for the PSE Awards
3. Application Supporting Statement should be no more than 300 words.
 - a. Applicants/Nominators should consider consulting the [category summaries](#) and the [‘Values for Working Together and Professional Behaviours’](#) when drafting the supporting statement to demonstrate how the applicant has embodied these principles at the University.
4. Any supporting evidence can be uploaded to the MS Forms Application or can be emailed to pseawards@reading.ac.uk
 - a. N.B. Please be sure to include the following Subject Heading if emailing supporting evidence to the committee: ‘AWARD CATEGORY – NAME OF APPLICANT, Supporting Evidence’

Applications for any category will be judged on the following criteria:

- Quality of application
- Relevance to the category applied; and
- Supporting Evidence

Breakdown of judging criteria:

- **Quality of Application:**
 - Did the actions listed in the application take place during the relevant timeframe (within 12 months)*
 - Does the supporting statement sufficiently outline the applicant’s case for the award?
- **Relevance to the Category Applied**
 - Does the supporting statement adequately address how the applicant’s actions have supported or furthered the category in which they have applied for.
 - Has the application referred to the category summaries and/or the ‘Values for Working Together and Professional Behaviours’ to demonstrate how the applicant has embodied these principles at the University.
- **Supporting Evidence**
 - Does the supporting evidence provide further context to support the applicant’s case?
 - Does the supporting evidence make reference to how the applicant has supported or furthered the University’s overall strategy.