

## Examples of Distinctions between Achievement Awards and Spot Awards

Spot Awards “In-the-moment contributions”	Achievement Awards - “Substantial change over time”
<ul style="list-style-type: none"> <li>• <b>We include and excel, together</b>  <i>Example: Instead of updating a lobby directory for just one department, an Administrative Assistant reaches out to all the building's occupants to gather their updates, resulting in a better, more inclusive sign.</i></li>   <li>• <b>We imagine and innovate</b>  <i>Example: Student Services Advisor creates a comprehensive, informative matrix on the college website of financial aid sources for students, including eligibility criteria and other pertinent factors.</i></li>   <li>• <b>We simplify</b>  <i>Example: A team of Financial Analysts works within a college over a short period of time to develop a standard budget process for a department within the college. Good leadership and teamwork results in a successful outcome.</i></li>   <li>• <b>We are accountable to each other</b>  <i>Example: Human Resources Manager creates a culture for continuous feedback in the workplace by encouraging staff to mentor each other, recognize each other's achievements, and offer constructive solutions when things aren't going well.</i></li>   <li>• <b>We focus on service</b>  <i>Example: Financial Analyst enrolls in a class to increase her financial modeling knowledge and, as a result, makes improvements in the financial modeling process in her department.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>We include and excel, together:</b> resulting in the accomplishment of significant departmental or divisional goals and objectives  <i>Example: Project/Policy Analyst drafts an insightful, comprehensive proposal and assists with implementation to reconfigure the units within the Library, thereby breaking down silos, and enhancing resource sharing while retaining the specific functions of each library unit.</i></li>   <li>• <b>We imagine and innovate:</b> resulting in one-time or sustained time/dollar/environmental savings, revenue enhancement, productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures.  <i>Example: Applications Programmer facilitates the replacement of the unit's legacy system by modifying and enhancing an application from another campus unit. The modified system improves and secures systems operations and costs significantly less than projected replacement costs.</i></li>   <li><i>Example: External Relations Specialist takes responsibility for her professional development and keeps abreast of best practices in external constituent outreach through continuing education. She conceives, designs, and implements an innovative method to identify and contact alumni who have a high probability of supporting UC Berkeley, with significant impact for both fundraising and political support for the campus.</i></li>   <li>• <b>We simplify</b>  <i>Example: Student Services Advisor leads the design and implementation of a program that developed valuable information, streamlined processes and systems for supporting students and their well-being. This work is not only enthusiastically adopted by the Berkeley Campus, but has become a go-to model of the UC System as a whole.</i></li> </ul>