FACILITIES MANAGEMENT SERVICES SAM LEE AWARD

The Sam Lee Award was created in 1991 to honor Sam’s 35 years of outstanding service to USC and the Facilities Management Services organization. Sam was responsible for coordinating Commencement, the University’s most important annual ceremony. Each year, a few days before Commencement, the entire FMS family gathers to honor Sam and the recipients of the Sam Lee Award. The award criteria are based on many of the attributes that Sam possessed that made him so special to USC and the Facilities Management Services Division.

SAM LEE CRITERIA

- **Minimum of 5 years of consecutive service at FMS.**
- **Track record of outstanding performance** – Performance evaluations of 3.5 or higher every year during the previous 5 years and no performance/disciplinary issues within that time.
  1. **Positive attitude** - Adapts to change by being open to new ideas, adjusts plans to meet changing needs and handles pressure constructively. Demonstrates good listening skills, builds strong working relationships, is flexible/open-minded, negotiates effectively, solicits performance feedback and handles constructive feedback well.
  2. **Reputation for “going the extra mile”** - Demonstrates good teamwork, welcomes/coaches newcomers; takes on new challenges and less desirable assignments.
  3. **Outstanding customer service** - Handles customer questions, complaints and service problems effectively, politely and in a timely manner. Understands FMS services, maintains pleasant and professional image.
  4. **Serves as an example to peers** - Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports FMS 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.
  5. **Display the Spirit of FMS** - Consistently demonstrates FMS values: Integrity/Accountability, Quality, Transparency, Dedication, Collaboration and Innovation.

Process

- Each unit receives a list of employees meeting criteria #1 and #2 above.
- Supervisors meet with their units to vote on a candidate to nominate, then fills out the nomination form (instead of a memo from the supervisor).
- A picture of the candidate should be included.
- The Senior Team selects Sam Lee Award winners (announced at Sam Lee Day).
- A maximum of 5 awardees per year may be selected.
- Monetary Prize is $500 (less taxes) per awardee that will be paid by gift card.
- All nominees are notified that they were candidates through a letter which goes in their personnel file.