



New York State Community Action Association
Helping People. Changing Lives.

Community Action Rising Star Award

Description: The Rising Star Award is presented to an up-and-coming Community Action employee who has shown exceptional promise and made a significant impact. This individual exhibits excellent potential and has demonstrated remarkable talent and accomplishments early in their career. The recipient will have spent less than five years in the Community Action Network.

Nomination Instructions: On the nomination form, complete or attach the following:

1. A written description of the qualities, characteristics and/or factors you feel make the nominee the ideal candidate for receiving the award.
2. Site at least two specific examples of the nominee’s potential, impact, and accomplishments. Accomplishments or work completed outside of Community Action may be included.
3. Provide two support letters describing why the nominee should receive the award. These letters of support should come from someone other than the nominator.
4. Include supporting documentation, if appropriate, including news stories, newsletter articles, certificates of achievement, etc. (Please note: all attachments shall not exceed 5, 8.5”x11” documents)

Before you submit your nomination, please read the award description thoroughly and include all of the necessary supporting documentation from the instructions.

Community Action Rising Star Award Scoring Rubric

Professional Accomplishments	Exceptional professional accomplishments that stand out. (4)	Significant accomplishments with a noticeable positive impact. (3)	Demonstrates moderate professional achievements. (2)	Some modest accomplishments with minimal impact. (1)
Demonstrated Potential	Exceptional potential and promise for future leadership roles. (4)	Significant potential evident for future growth and contributions. (3)	Moderate potential demonstrated with room for further development. (2)	Limited signs of potential but with room for improvement. (1)
Early Career Impact	Exceptional impact and significant	Substantial impact in their early career with	Moderate impact with noticeable contributions.	Limited impact with minor contributions.



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	contributions early in their career. (4)	notable achievements. (3)	(2)	(1)
Skillset Development	Exceptional skillset that has set them apart, consistently seeks opportunities for growth. (4)	Strong skillset and demonstrates a willingness for further development. (3)	Moderate skillset with potential for growth. (2)	Limited skillset with room for improvement. (1)
Recommendations and Recognitions	Highly recommended and widely recognized for their outstanding work. (4)	Consistently recommended and recognized for their contributions. (3)	Moderate recommendations or recognitions from peers or superiors. (2)	Limited recognition from coworkers and customers. (1)