

Staff Advisory Council Staff Excellence Award Nomination Form

Please submit the completed nomination form to Leza Witherington, Box # 62.

The form may also be submitted online by clicking the Submit button (after completing the form).

Name of Nominee: _____

Name of Nominator: _____

Department/ Work Unit: _____

Relationship to Nominee: _____

Nominee's Work E-mail: _____

(coworker, supervisor, etc.)

Nominee's Phone Number: _____

Nominator's Work E-mail: _____

Date Submitted: _____

Nominator's Phone Number: _____

(mm/dd/yyyy)

Please consider the following when filling out the nomination form.

- * Prepare the nomination assuming that the selection committee does not know the nominee.
- * **Be Specific!** Give specific examples of their outstanding qualities.
- * Respond to all areas below in the nomination form.
- * You must stay within the word limit set for each response.
- * Please write legibly if you are filling out the form by hand.
- * Seek assistance from the nominee and/or nominee's supervisor/department chair/director, if needed. The Writing Center will also be available to review for both content and error.
- * **Every question on the nomination form must have a response. If all questions do not have a response, then your nomination will automatically be disqualified.**

1) Character: How do your nominee's qualities make them special to you? (250 Word Limit)

2) Dedication: What actions go above and beyond the nominee's job duties? (250 Word Limit)

3) Job Performance: In what areas do they perform in an outstanding way? (125 Word Limit)

4) Customer Service: How does the nominee display exceptional service to students, staff, faculty and guests? (125 Word Limit)

5) Teamwork: How does the nominee interact with others? (125 Word Limit)

6) Campus Involvement: What extra services does the nominee provide to the University Community? (125 Word Limit)

7) Final Words: List 3 words that best describe the nominee:

1)

2)

3)

**Please submit the completed nomination form to Leza Witherington, Box # 62.
The form may also be submitted online by clicking the Submit button (after completing the form).**