

UNIVERSITY STAFF DISTINGUISHED SERVICE AWARD NOMINATION FORM
Nomination Deadline: Monday, April 10, 2017

Name of Nominee _____

Name of Nominator _____ Signature: _____

Phone _____

To complete your nomination, briefly state why you believe the person you're nominating should be considered a candidate for the University Staff Distinguished Service Award.

Note: In weighing recommendations, prime consideration will be given those recommendations which appropriately substantiate the criteria used. Since other employees are also being considered, it is important to cite facts and examples to back up recommendations. We welcome information that will help the committee to differentiate this nominee from others.

1. **Shows exceptional performance** - good attitude, courtesy, pleasantness, efficiency, accuracy, dependability; high quality of work.

2. **Exceeds work responsibilities** - quantity of work such as taking on new responsibilities; taking on unassigned responsibilities; covering a temporarily vacant position within a department; exceptionally difficult and/or high stress work; and high-risk work.

3. **Engages in activities that enhance the individual's work site, department, the university in general and/or the community** - helping with special campus events, working beyond scheduled hours to complete a task, volunteer work on/and/or off campus.

Additional comments: _____
