

# ***President's Staff Award: Outstanding Employee***

***Deadline: 6/30***

**Instructions:** Employees nominated for this award shall demonstrate outstanding characteristics on behalf of their department and division in the areas listed below. Complete the sections below (type or print clearly). Please give specific, concise examples of how this nominee demonstrates each category listed below (limit to 250 words per category). Supporting documents (e.g. of work) may be attached to this form.

<b>Employee's Name:</b>	<b>Email Address:</b>
<b>Employee's Job Title, Department, and Division:</b>	

<b>CATEGORIES</b>	<b>SPECIFIC, CONCISE EXAMPLES (please limit to 250 words or less per category)</b>
<b>Dedication:</b> Describe the employee's commitment to the department, division, and/or University. Reference specific examples of the employee's reliability and loyalty.	
<b>Job Performance:</b> Describe the employee's level of expertise, job knowledge, and skills in their position. Cite examples that capture the employee's effectiveness in their position/role.	

## President's Staff Award: Outstanding Employee

Employee Name: \_\_\_\_\_

<p><b>Service:</b> Describe the employee's attitude and behavior toward providing service to others in the department, division, and University. Include specific examples of their relationship with students, Faculty, and co-workers.</p>	
<p><b>Diversity and/or Community Outreach:</b> Describe the employee's efforts in promoting, enhancing, and sustaining a diverse work environment and participation in some form of University or community activities.</p>	

Name of individual submitting form:	Signature:	Phone Number and Email Address:
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**Others who support this nomination (optional):**

Name:	Email:	Phone Number:
Name:	Email:	Phone Number:
Name:	Email:	Phone Number:

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**To Be Completed by HR Only**

Confirm Receipt of Nomination  Yes, Date: \_\_\_\_\_

Date Received: \_\_/\_\_/\_\_\_\_