

President's Staff Award: Special Achievement

Deadline 6/30

Instructions: Employees nominated for this award are being acknowledged for a specific contribution to their department, division or University. This contribution may be for a single event, project, or idea over the past year that has enhanced productivity, efficiency or effectiveness and represents a specific, identifiable contribution beyond the regular expectations of the position. Limit nomination verbiage to the space provided below. Supporting documents (e.g. sample of work) may be attached. Please complete the sections below and type or print clearly.

Employee's Name:

Employee's Job Title, Department, and Division:

Specific Contribution: Describe the event, project, or idea for which the employee is being nominated for.

Results: Describe how the event, project, or idea for which the employee is being nominated for has enhanced productivity, efficiency, effectiveness, or provided less waste or generated cost savings for the department, division, or University. Please limit to 750 words or less. Additional Space provided on second page.

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Results Continued:

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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:

To Be Completed by HR Only

Confirm Receipt of Nomination Yes, Date _____

Date Received __/__/__