



## Outstanding Staff Member Award Nomination Form

Name of Employee \_\_\_\_\_ Date of Nomination: \_\_\_\_\_  
Department \_\_\_\_\_

Examples of a staff member's performance which might indicate excellence in job performance, going beyond the requirements of a job description could include:

- Quality of work
- Extra effort
- Positive attitude
- Cooperation with others
- Professional growth
- Outstanding or innovative ideas.

**Please attach the nominee's current job description, aspects of which would be reflected in the reasons underlying the nomination. Note that job description attachment is required for all nominations.**

**NOTE: Outstanding Staff Member Award recipients from the previous year are not eligible for nomination.**

In a narrative format, please provide reasons why you believe this individual should be considered for this award.

**Additional pages may be attached if more space is needed.**

Name of Nominator/Department \_\_\_\_\_  
Name Signature Date

Direct Supervisor of Nominee \_\_\_\_\_  
(If not the same as the nominator.) Name Signature Date

***This form and any attachments should be put in a sealed envelope and delivered to Melissa Niles in MH 350C. Late nominations and/or additions to nominations are not accepted.***