



UNIVERSITY of **HOUSTON**
C. T. BAUER COLLEGE of BUSINESS

Outstanding Staff Member Award Nomination Form 2016

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: 2015 Outstanding Staff Member Award recipients 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 _____
Sign and Print Name

Direct Supervisor of Nominee _____
(If not the same as the nominator.) Sign and Print Name

*This form and any attachments should be put in a sealed envelope and delivered to Mary Gould in 262 MH by 5 pm, April 6, 2016. **Late nominations and/or additions to nominations are not accepted.***