



**SUPPORT STAFF PERFORMANCE RECOGNITION AWARD  
NOMINATION FORM**

**Who Can Be Nominated?**

- Any benefits-eligible member of the support staff (full or part-time), who is not currently a Staff Council member
- Length of service one year or more
- Meets criteria below

**Who Can Make a Nomination?**

- Any benefits-eligible member of the support staff (full or part-time), who is not currently a Staff Council member

**Confidentiality:** Nominators are asked to keep all nominations confidential. Please do not share with nominee or other staff members. Nominators' names will also be kept confidential and will not be provided to either current Staff Council members or the nominee.

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**I nominate the following member of support staff who meets the eligibility criteria outlined above for the Support Staff Performance Recognition Award:**

\_\_\_\_\_  
Nominee's Name

\_\_\_\_\_  
Department

Please provide a brief description (no more than one (1) typed, double-spaced page) describing why you think the person noted above deserves this recognition award. For your nominee to be considered for the award, all information requested must be completed. Include in your brief description **how the nominee meets at least two (2) of the following four (4) criteria:**

1. Provides superior service
2. Demonstrates excellence in the performance of job duties and responsibilities
3. Continually contributes to a positive, collaborative work environment
4. Exhibits exceptional resourcefulness, innovation or creativity

**Note:** To ensure confidentiality, send the completed nomination via confidential interoffice mail or hand deliver to the current Staff Council Chair, Shannon Hoehn in Information Technology Services. The nomination process is open until June 20th, 2012. Any nominations sent via email, or received after June 20th, will not be considered. Thank you for your nomination!

**Recommended by:**

\_\_\_\_\_  
Your Name (Nominator)

\_\_\_\_\_  
Your Department

\_\_\_\_\_  
Your E-mail Address

\_\_\_\_\_  
Your Phone Number