

OUTSTANDING EMPLOYEE NOMINATION INFORMATION/CRITERIA

- Nominees must have at least five years of benefit eligible* service at Utah State University and be current staff .
- Nominations may be made by non-exempt employees, exempt employees, faculty, or students.
- An award will be made in two categories: Non-Exempt Employee and Exempt Employee.
- These awards will recognize employees who consistently contribute to USU by carrying out the responsibilities of their jobs in an exceptional manner.
- A cash award and a plaque honoring their achievement will be given to each employee being awarded as the Outstanding Employee in their employee group.

CRITERIA FOR THE AWARDS ::

Contributions/Achievements:

Special contributions and achievements on or off the job, to the campus, and to the community--particularly contributions that have long-lasting benefits.

Service Excellence:

Service to the University that demonstrates an attitude of ongoing commitment to assist the University in achieving its mission. Demonstration of exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity. Productivity and quality of work should be outstanding as measured against the type of work being performed.

Personal Traits:

Personal qualities that reflect an employee who is team oriented, has a positive attitude, is willing to cooperate, is committed to self-improvement/professional development, and has the ability to relate to others (colleagues, students, and public) in a manner which reflects well upon the University.

Other Accomplishments:

List any other accomplishments of the nominee you feel are relevant to this nomination.

- All nominations must be received by the Office of Human Resources, UMC 8800, no later than **Wednesday, February 29, 2012.**

* Benefit-eligible position working 50% time or greater.

NOMINATION FORM
OUTSTANDING EMPLOYEE AWARD

Name of Nominee _____

Position _____ Department _____

Non-exempt employee ____ Exempt employee ____

Based on the criteria outlined in the enclosed sheet, state the reasons why the person you have nominated is uniquely and especially deserving of the Outstanding Employee Award. **(Please limit nomination materials to a maximum of ten pages) Information beyond ten pages will not be considered.** Please remember, the person nominated must have worked at Utah State University for a minimum of five years in a benefit eligible position.

Signature of person making nomination _____

Telephone: _____

Typed or printed name of person making nomination _____

Date _____

This nomination must be returned to the Office of Human Resources, UMC 8800, no later than **February 29, 2012.**