

**College of Health and Human Sciences  
Outstanding Staff Award – Nomination Form**

Information about the nominee

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

Nominee's Title: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_

All nominees latest performance review must have a rating of "meets expectations" or higher to be eligible for consideration. The nominee's supervisor must certify that they meet this criteria, they will be sent a notification to approve this nomination, which will complete the award process.

Nominee's Supervisor: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

What specifically happened this year that makes them eligible to receive this award?

For each of the following questions, provide at least one specific and substantive example **that supports your comments and nomination category.**

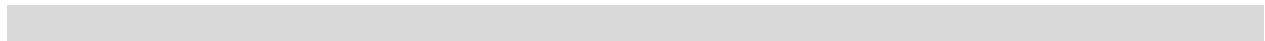
1. **Outstanding Achievement and Performance:** (Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements; has made important and significant contributions in their area; has furthered the mission of the unit, college, and/or university.)

2. **Inspirations of Excellence in Others:** (Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization.)

3. **Initiative and Creativity:** (Has significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities.)



Attach at least two (no more than three) letters of support from other individuals. Please submit letters in PDF format.



Nominator contact information:

Nominator's Name: \_\_\_\_\_

Nominator's Email: \_\_\_\_\_