

Public Service and Outreach
STAFF AWARD FOR EXCELLENCE
Nomination Cover Sheet

Please submit one (1) original and six (6) copies of each nomination packet.

Name of Nominee _____

Unit _____

Mailing Address _____

E-Mail Address _____ Phone _____

Each nomination packet should include:

1. Nomination Cover Sheet (pdf);
2. Nominators response to the five (5) questions below (**cannot exceed 4 pages**);
3. Each page of the nominators response (#2 above) needs to include:
 - a. Name of award, and
 - b. Name of nominee.
4. Letter of support (with original signature) of the nominee's director; and
5. Copy of the nominee's job description.

By answering the following questions, please state in your opinion, why this person is an outstanding candidate and should be awarded the Public Service and Outreach Staff Award for Excellence. **ALL NOMINATIONS SHOULD BE TYPED.** These questions should be attached to the Nomination Cover Sheet.

1. How does this staff member demonstrate commitment to excellence by maintaining sustained exemplary service to Public Service and Outreach? Give one example.
2. In what ways does this individual demonstrate the service concept in dealing with the public, students, faculty, and/or colleagues?
3. How has this individual made a significant contribution within his/her area in the form of process, product, or service?
4. How has this individual impressed supervisors, colleagues, and/or students as a staff member who would be especially difficult to replace?
5. List other pertinent observations you feel would help the reviewer understand why this staff member is deserving of this award?

Signature of Nominator

Date

Signature of Director

Date