

Staff Excellence Award 2008-2009
Awarded December 2009
Nomination Form
(Please Print or Type)

Name of Nominee _____ Position _____

Department _____ Years of Service @ USM _____

Staff Excellence Award Category: **Employment must be before July 1, 2005 for eligibility**

- Professional
- Office Personnel
- Service Maintenance/Skilled Crafts/Technical (2 recipients)
- Jessie H. Morrison Award (must have 20 consecutive years of service)

Nomination by (print name) _____

Signature of Nominator _____ Date _____

Please attach the following documentation: All categories below must be addressed in order for the nominee to receive points. Addressing the categories properly makes for more effective grading. **ONLY** two (2) letters will be accepted as listed below.

One letter must be from the nominator, and the 2nd letter must be from the nominee's supervisor/director, a co-worker from the home department, or a department in which they work with closely.

Please address the following in the letter of recommendation:

1. Describe the nominee's knowledge of job, willingness to improve/learn new job skills.
2. Describe nominee's attitude, dedication, reliability, flexibility, interpersonal skills, and integrity towards job.
3. Give examples of job performance that singles nominee out for this award.
4. Participation in University activities (willingness to participate in campus-wide training and other activities, support and spirit in the promotion of USM).

**NOMINATION FORM AND THE 2 LETTERS OF SUPPORT SHOULD BE
SUBMITTED TOGETHER TO THE FOLLOWING ADDRESS:**

Staff Excellence Awards Committee
Attention: Kameron Dale
Box 5111

Deadline for Nominations – Friday, November 13, 2009