

## **Tips on Nominating an Employee for the Employee of the Year Award**

1. Identify the criteria or criterion for which you are nominating the employee (i.e.: Devotion to Duty). If you are using more than one, it is suggested that you prepare separate paragraphs for each criteria and indicate examples of the employee's performance as it relates to that specific criteria.

For example:

### ***Devotion to Duty***

*Sally volunteers to work overtime every holiday so other staff members can be at home with their families. She has never refused to come in due to emergency staffing issues. She also volunteers her time with two student organizations spending up to 10 hours a week during the academic year helping the organizations.*

2. Provide information regarding volunteer activities such as assisting at graduation, advising/sponsoring student organizations, etc., if applicable. The committee reviewing the nominations is directed to only consider information from the nomination. Don't assume the activities of a nominee will be considered just because they were very visible on campus. You need to provide details to the committee through your nomination.
3. Indicate details which elevate the employee's performance to an exceptional level. Describe how the employee has gone beyond what is required of them and why their work merits your nomination.
4. Include volunteer work the employee has done in the community (boy/girl scout leader, crisis assistance counselor, professional organization committee member or office holder, foster parent, etc.). If possible, attach a recommendation from the volunteer organization regarding their service.
5. Check with the employee's supervisor prior to completing your nomination. Only one nomination can be submitted for an employee. By checking with the supervisor, you could save duplicate work if the employee you are nominating is being nominated by someone else.
6. Contact the Human Resources Department at Ext. 7-2276 to verify the length of service or exempt status of an employee.