

# Outstanding Achievement Award Nomination Form

## Information

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

G# \_\_\_\_\_ Department \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Department Head's Signature \_\_\_\_\_

Has this employee received any monetary or non-monetary awards this fiscal year? yes \_\_\_ no\_\_\_ If so, what was the amount/value? \_\_\_\_\_

## Criteria

- Nominee must be a University employee for at least one year
- Accomplished some achievement that resulted in significant benefit to the University, school, institute or department
- Achievement must be a sustained, long-term accomplishment (for at least a one year period) within the realm of the employees job
- Nominee's accomplishment must support the mission of the University and/or the department

## Description

Please attach a brief citation of approximately 65-70 words describing the achievements of the nominee and how he/she meets the criteria.

In writing the citation copy, please compose it to be read aloud easily at the ceremony. Keep in mind that the award will be displayed on the recipient's wall—ask yourself how you think the recipient would want to be remembered for his/her accomplishments.

In addition, please consider including several letters of support which describe how the nominee meets the criteria.

**Send the completed form, attached citation, and letters to:  
The Reward & Recognition Office, Human Resources, MSN 3C3**

