



★ Outstanding Achievement Award ★ Nomination

Name of Employee*: _____

Department: _____

Nominator's Signature: _____

Supervisor's Signature: _____

Department Head's Signature: _____

** Has this employee received any monetary or non-monetary awards this fiscal year? Yes ____ No ____*

If yes, what was the amount or value? _____



The Outstanding Achievement Award is granted for achievements that result in significant benefit to the University, school, institute or department. These are sustained, long-term accomplishments (*for a period of at least one year*) within the realm of the employee's job.

Each of the following criteria **must** be addressed in an attached narrative:

★ Describe the employee's specific accomplishment.

★ How does the specific accomplishment for which you are nominating this individual support the University's and/or the department's mission?

Please return the completed form and attached narrative to:

**Lucy Cummings
Human Resources
Mailstop 3C3**