Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

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. Classified employees, administrative/professional faculty and wage employees are eligible for this award.
- 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
- Nominees' accomplishment must support the mission and values of the University

Please indicate which, if any, of the Mason values the nominee has demonstrated:

☐ Our students come first
☐ Diversity is our strength
☐ Innovation is tradition
☐ We honor freedom of thought and expression
☐ We are careful stewards
☐ We act with integrity
☐ We thrive together

Description

Please attach a brief citation of approximately 65-70 words describing the achievements of the nominee and how he/she meets the criteria. If you selected a value above, be sure to briefly explain why.

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:

Reward & Recognition Office, HR & Payroll, MSN 3C3