

## NOMINATION OUTLINE FOR STAFF OUTSTANDING SERVICE AWARD

Please submit your confidential nomination as a typed document (printed or electronic format) to Employment Services.

Criteria: The Staff Outstanding Service Award is given annually to a staff member who has demonstrated outstanding work performance; outstanding service and contributions to her/his job, colleagues and/or department; and outstanding service to the college.

Name of nominee:

Name of nominator(s):

The nominator(s) must address the 3 criteria below in the nomination, providing specific examples of the nominee's performance in each category.

1. Outstanding work performance
2. Outstanding service and contributions to her/his job, colleagues and/or department
3. Outstanding service to the College

### Notes

The Staff Outstanding Service Award Committee will base its decision only on the strength of the application. The better the quality and depth of the information that comes with the packet, the better the application. Please note the following guidelines:

- Hand-written applications will not be accepted
- Multiple nominators are encouraged, but not required
- Submit attachments and any other supportive documentation that will illustrate why this staff person is being nominated.