

**PRESIDENTIAL EMPLOYEE EXCELLENCE IN SERVICE AWARDS
NOMINATION FOR JANUARY 2010 PRESENTATION**

All nominations are due in the Office of Human Resources by **5 p.m., Wednesday, September 30, 2009**. Please be sure you have included your signature and the signature of the nominee's departmental Chair/Director or Administrator/Office Manager.

THE NOMINEE'S INFORMATION

NAME OF PERSON NOMINATED: _____

DEPARTMENT: _____

TITLE: _____

YOUR INFORMATION

NAME: _____

DEPARTMENT: _____

WORK PHONE: _____

YOU ARE (CHECK ONE): FACULTY STAFF STUDENT PATIENT

SIGNATURES

NOMINATOR'S PRINTED NAME: _____

NOMINATOR'S SIGNATURE: _____

NOMINEE'S CHAIR/DIRECTOR OR DEPT ADMINISTRATOR/OFFICE MANAGER

PRINTED NAME: _____

SIGNATURE: _____

INSTRUCTIONS FOR FILLING IN NOMINATION SHEET

1. You may print or type your responses.
2. Complete sentences are not necessary.
3. Neatness is appreciated.
4. Please submit only one application per person. If more than one person wants to add reasons that this employee should win the award, just add those reasons to your form. If two or more forms are received for the same person, the Committee will consider only the first form received.

VERIFYING ELIGIBILITY

I verify that **this nominee meets all of the following requirements:**

- Is a full or part-time regular non-faculty employee
- Holds a position below that of director or chair
- Has been employed at the University for at least two consecutive years as of August 31, 2009
- Has not won this award in the last five years.
- In addition, **I verify that I am not a member of the current committee** that will select the winning nominations.

YOUR SIGNATURE: _____

THE CRITERIA FOR WINNING

Nominees must have:

- Done something especially distinctive for the University or its clients.

AND/OR

- Developed new processes or improved existing processes that have resulted in significant improvement in service, productivity, and/or cost savings.

THE NOMINEE'S ACCOMPLISHMENTS

(You can use more space for your answers if needed. **You must answer at least question 1, 2, or 3.** You can answer all the questions you like.)

1. What has this person done that is especially distinctive for the University or its clients?
2. What new processes has the nominee implemented that have resulted in significant improvement in service, productivity, and/or cost savings?
3. What existing processes has the nominee modified that have resulted in significant improvement in service, productivity, and/or cost savings?
4. If two nominees are very close in ratings, the committee can choose to consider examples of the nominees' loyalty and dedication to the Health Science Center. What examples can you offer of your nominee's loyalty and dedication?