**Employee Award Nomination Form**

**Outstanding Performance Award**

This award recognizes a staff member, who has exhibited commitment, sustained a high-level of productivity and consistent quality of work, demonstrated a high degree of initiative in the performance functions, displayed exceptional dependability, maintained effective relationships with others and demonstrated leadership qualities. Nominations must be submitted by filling out the form below and addressing all criteria as outlined below. All entries should be delivered directly to the President’s Office no later than 4:00 pm on August 23, 2017.

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| **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nominee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contact info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Nominated by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contact info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Award Criteria (please address in detail all 6 categories below:**1. Initiative
2. Responsibility
3. Leadership
4. Resourcefulness
5. Outstanding skills and service with or outside the department
6. High level of commitment and dependability
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