

Murray State University 2011 Staff Excellence Award

Recognize MSU staff who provide extraordinary service in their job. Anyone (staff, faculty, students or general public) may nominate a staff member for this award.

Nomination deadline—**noon June 10, 2011.**
This form and complete award details may be viewed online at
www.murraystate.edu/staffcongress

Today's Date _____

Nominee's Name _____

Nominee's Job Title _____

Nominee's Department _____

Nominator's (Your) Name _____ Daytime Phone No. _____

Nominator's Signature _____

Relationship to Nominee _____
(coworker, friend, supervisor, student, etc.)

Please complete the questions on the other side of this page. Your remarks will help the selection committee choose this year's award recipients.

- Nominees must have completed two years of employment at Murray State.
- Award recipients will be announced at the August Staff Recognition Banquet.
- Past recipients can receive this award if at least ten years have passed since they were previously recognized.
- There is no limit on the number of individuals you may nominate. Please submit a separate form for each nominee.

All nominations must be signed and dated. Please mail completed forms to Staff Excellence Award, 2001 University Station, Murray, KY 42071. You may hand deliver nominations to the Finance and Administrative Services Office, room 322 Sparks Hall, if that is more convenient. Nominations must be received no later than **noon on Friday, June 10, 2011.** Nominations received after the deadline will not be considered.

Additional sheets of paper may be used for your comments. Please attach additional pages to this nomination form before mailing.

I nominate this person for a Staff Excellence Award for the following reasons:

Please describe in detail examples of the activities in which the candidate went above and beyond the normal call of duty to perform an extraordinary service to the employee's department or the University.

Please list some specific characteristics that set this candidate apart for nomination of the Staff Excellence Award. For example:

How is a positive attitude shown?

How is self-motivation demonstrated?

How does the employee show dependability, trustworthiness and honesty?

What actions have commanded the respect of other employees and/or students?

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