

Murray State University 2008 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.

Nominations accepted April 14–25, 2008.

**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 Name _____ Office Phone No. _____

Nominator's Signature _____ Home Phone No. _____

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.

You may submit a maximum of four nominations, one within each employment category. All of your nominations may be enclosed in one envelope. Employment categories are: secretarial/clerical; general; Facilities Management; executive/managerial/professional.

- Nominees must have completed three years of employment at Murray State.
- Award recipients will be announced at the August Staff Recognition Banquet.
- Past recipients are not eligible.

All nominations must be signed and dated. Please mail completed forms to Staff Excellence Award, 2001 University Station, Murray, KY 42071. Nominations must be received at this address no later than **4:30 p.m. on Friday, April 25, 2008**. 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 an example of the activities in which the candidate went above and beyond the normal call of duty to perform an extraordinary service to their 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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