



## **Staff Excellence Award Nomination Form**

An award to recognize MSU staff who provide extraordinary service to the university community. Anyone (staff, faculty, students, or members of the general public) may nominate a staff member for this award. Nominees must have completed two years of employment at Murray State. Award recipients will be announced at the August Staff Recognition Event. Past recipients are eligible to receive this award every ten years. There is no limit on the number of individuals you may nominate. Please submit a separate form for each nominee.

### **Nominator's Information:**

Your name: \_\_\_\_\_

Your daytime phone number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Relationship to nominee (ex: coworker, friend, supervisor, etc.): \_\_\_\_\_

Nomination description:

This is the first time I am submitting a nomination form for this person.

This is additional information on a nomination I made previously.

### **Nominee's Information:**

Nominee's name: \_\_\_\_\_

Nominee's current job title: \_\_\_\_\_

Nominee's department: \_\_\_\_\_

Number of years nominee has been in current position: \_\_\_\_\_

Has this person been nominated for this award before?

Yes.

No.

I don't know.

**Examples of Nomination Criteria:**

Please choose AT LEAST THREE of the below examples and give a detailed description for each example. You may describe more than three, but at least three must be completed for the nominee to be considered. (Additional documents can be attached, if desired.)

Effort that was “above and beyond” job responsibilities:

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Demonstrated extraordinary leadership skills:

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Undertaking which resulted in the achievement of a goal or project outside the scope of his/her job:

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Inspired others to do their best; offered techniques and/or unexpected time and energy to assist others with no expectation of recognition:

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