



Staff Excellence Award Nomination Form

An award to recognize MSU staff who provide extraordinary service to the university. Anyone (staff, faculty, student member of the general public) may nominate a staff member for this award. Nominees must have completed two years of employment at MSU. Award recipients will be announced at the August Recognition Event. Past recipients are ineligible 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 provided for the nominee to be considered. (Additional documents can be attached if desired)

Effort that was "above and beyond" job responsibilities:

Demonstrated extraordinary leadership skills:

Undertaking

Contributed exceptionally to a team-oriented community project: oriented community project: