



EXCELLENCE IN SERVICE: CLASSIFIED STAFF NOMINATION INFORMATION

I. Eligibility:

- The employee must have been a full-time classified staff member for at least three years.
- An individual may not receive this award more than once in five consecutive years.
- Direct reports to the President are not eligible for nomination.

II. Criteria:

The nomination criteria shall include, but is not limited to, the following:

- Demonstrates high standards of service to Valdosta State University.
- Demonstrates exemplary performance in various aspects of his/her employment (skills, cooperation, job knowledge, attendance, self-improvement).
- Demonstrates the following qualities and characteristics: initiative, reliability, and a professional attitude.
- Demonstrates leadership through voluntary participation in staff functions and/or service on committees.

III. Nomination packet Checklist:

Self-nominations will not be accepted. Nominations can be made by any full-time classified staff or faculty member and shall consist of the following documentation to be **submitted in one package by the nominator. Incomplete packets will not be accepted.**

- A completed nomination form.
- Up to five letters of support
 - One letter must be from a colleague in the nominee's work area.
 - Additional letters may be submitted by:
 - Supervisor
 - Employees outside the nominee's work area
 - Faculty members
 - Administrators
 - Letters of support/recommendation from employee spouses or relatives will not be accepted.

All nominations should be submitted to ptwright@valdosta.edu no later than May 11, 2018



EXCELLENCE IN SERVICE: CLASSIFIED STAFF NOMINATION FORM

Name of Nominee:

Title:

Department/Unit:

Has the nominee completed a minimum of three years of full-time employment at VSU? ☐ Yes ☐ No

Nomination:

Please attach a 1-2 page description of how the employee demonstrates high standards of service to Valdosta State University through exemplary performance in various aspects of his/her employment: skills, cooperation, job knowledge, attendance, self-improvement, etc. Be sure to expand upon the following qualities and characteristics: initiative, reliability, professional attitude, leadership, and voluntary participation in staff functions and/or service on committees.

Nominator's Name:

Nominator's Title:

Nominator's Signature:

Date:

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