

K-STATE CLASSIFIED AWARD OF EXCELLENCE
Nomination Form

Complete this form and email/mail it to Human Resources, hr@k-state.edu or 103 Edwards Hall.

Name of Nominee: _____

Position and Working Title of Nominee: _____

Name of Employing Unit: _____

Nominator Name: _____

Nominator Signature: _____

*To submit a nomination, please complete the nomination form describing the attributes of the nominee relative to each of the three categories given below and forward to HR along with three letters of support. For each category, provide at least one specific and substantive example that supports your comments. Substantial weight is given to your comments that address each of the specific attributes in parentheses. Use additional pages, if necessary. Three award winners will be selected, with one each from the following categories; Office and Clerical, Technical and Professional, and Service and Maintenance. **Nominations will not be considered complete until the nomination form and all support letters are received.** Nominations must be received by HR no later than the second Friday in December.*

Eligibility and Criteria

All benefit eligible classified staff members are eligible to be nominated for the K-State Classified Award of Excellence if they have completed one or more years of consecutive service to Kansas State University and if they have not been recipients of the award within the past five years. Criteria for the award are the following:

- 1. Outstanding Achievement and Performance:** (Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements; has made important and significant contributions in their area; has furthered the mission of the unit, college, and/or university.)

- 2. Inspirations of Excellence in Others:** (Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization.)

- 3. Initiative and Creativity:** (Has significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities.)