**OFFICE OF THE REGISTRAR NOMINATION FORM**

**“University Support Staff Employee of the Year”**

**Award Year: January – December 2019**

Nominee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate below the reasons why you are nominating this person. Include specific examples of how this employee has met at least 3 of the criteria outlined below.

• QUALITY OF WORK PERFORMED/PRODUCTIVITY

• TEAMWORK/COMMUNICATION DISPLAYED WITH CO-WORKERS, SUPERVISORS, CUSTOMERS, ETC

• PROFESSIONALISM AND LEADERSHIP

• JOB-RELATED SKILLS AND TALENTS

• ADAPTABILITY TO CHANGE/CIRCUMSTANCES

• ACCOMPLISHMENTS AND UNIQUE CONTRIBUTIONS TO OFFICE

• DEMONSTRATED DESIRE AND ABILITY TO GO BEYOND EXPECTED PERFORMANCE

**Submit nominations to Barbara Nagel, Chair of the University Support Staff Employee of the Year committee, no later than 5pm on January 17, 2020.**

Nominator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Required)***