

## OOTR Employee Recognition Form



Please use this form to recognize an employee for the Employee Recognition Award program.

### Guidelines for Recognition

- 1) Any staff member in the Office of the Registrar can recognize any other staff member within our office.
- 2) Recognize employee actions that demonstrate excellence in or beyond their daily job responsibilities.
- 3) Limit your description of the reason the employee is being recognized to 300 characters or less
- 4) Print a copy of the form and submit to the designated Recognition Group member (DRG) for processing your nomination. The Save button will allow you to save a copy for your records. In lieu of this form, a letter indicating a university award may be submitted to the designated Recognition Group member.

|                     |  |
|---------------------|--|
| Employee Recognized |  |
| Nominator Name      |  |
| Date                |  |

|                                             |  |
|---------------------------------------------|--|
| Brief Description of Reason for Recognition |  |
|---------------------------------------------|--|