



## 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 eligible 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:

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Demonstrated extraordinary leadership skills:

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Undertaking

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