

UHD Fun Awards

Nomination Form & Instructions

Complete a nomination form; print it and then hand sign it. No digital signatures will be accepted. **Please send the sealed nomination form by campus mail to: Employment Services and Operations, Suite S910.**

If you have any questions about the nomination process, please contact: uhdstaffcouncil@uhd.edu.

The Awards

Rookie of the Year

Nominees for this award should have a remarkable ability to adjust to a new work environment **while** demonstrating outstanding enthusiasm and a high level of energy. The ideal nominee will display characteristics of having the ability to take the initiative and be self-motivated. The employee should be able to complete job assignments and perform job responsibilities with minimum supervision. All nominees for the Rookie of the Year Award must be employed one (1) year or less at the University of Houston-Downtown. Please cite specific examples of how your nominee has met these criteria.

Whistle While You Work

Nominees for this award display a professional, calm, “in-control” manner. The Nominee consistently handles unusual or difficult challenges and/or job assignments with professionalism and a “smile.” Please cite specific examples of how your nominee has met these criteria.

Goes the Extra Mile

Nominees for this award consistently go above and beyond what is required and expected in performing job duties and responsibilities. The nominee has made a major impact on an important University event, function, or service and/or continuously displays outstanding work performance over and beyond what is normally expected. Please cite specific examples of how your nominee demonstrates these criteria.

Best Boss

Nominees for the Best Boss Award must be staff members that are in management or supervisory positions but not executive or administrative positions. Nominees show outstanding leadership and professionalism. The nominee leads by example setting a high level of professionalism and standard of conduct. The Nominee is consistent and fair in dealing with employees. Please cite specific examples of how your nominee has met these criteria.

Rising Star

Nominees for the Rising Star Award develops and realizes their potential. The nominee shows consistent improvement of potential to deliver outstanding service to the University community. The nominee has grown in confidence, delivery, professionalism, and consistently displays exemplary judgment. Please cite specific examples of how your nominee demonstrates these criteria.