

NOMINATION

UHD Staff Excellence Awards 20__

(This form must be typed)

Candidate's Name: _____

Candidate's Job Title: _____

Candidate's Department: _____

Please comment on the following criteria:

Job Performance: State how your candidate consistently performs above standard expectations.

Commitment: State how your candidate demonstrates the dedication necessary to complete the job.

Attitude: State how your candidate is professional and courteous.

Team Work: State how your candidate is willing to work toward a common goal.

Achievement(s): Identify one or more outstanding contributions that your candidate has made to UHD's operations and progress.

Nominator's Signature: _____ **Dept:** _____ **Phone:** _____

Statements of support provided by: attached

1. _____ Dept: _____ *(required)**

2. _____ Dept: _____ *(required)**

3. _____ Dept: _____

4. _____ Dept: _____

5. _____ Dept: _____

***NOTE:** *In order to be considered by the committee, nomination packages MUST include statements in support of this candidate from at least TWO additional people (but no more than five total).*

STATEMENT OF SUPPORT

UHD Staff Excellence Awards 20__ Nomination

(This form must be typed)

Candidate's Name: _____

Candidate's Job Title: _____

Candidate's Department: _____

Please comment on the following criteria:

Job Performance: State how your candidate consistently performs above standard expectations.

Commitment: State how your candidate demonstrates the dedication necessary to complete the job.

Attitude: State how your candidate is professional and courteous.

Team Work: State how your candidate is willing to work toward a common goal.

Achievement(s): Identify one or more outstanding contributions that your candidate has made to UHD's operations and progress.

Your Signature: _____ **Dept:** _____ **Phone:** _____

This statement is in support of a nomination submitted by:

Name of Nominator: _____ **Dept:** _____

***NOTE:**

This Statement of Support cannot be submitted alone; it must be included with the Nomination Letter.