Pride in Performance Nomination Form

**General Instructions**

1. All full and part time administrative and staff employees are eligible to receive Pride in Performance Awards.
2. All full and part time administrative and staff employees, as well as faculty members, may recommend an employee for a Pride in Performance award.
3. Please note that we expect many nominations. Five individuals will receive awards. Specific examples will strengthen your nomination.

***Please contact Kathy Castonguay, Human Resources, with any questions regarding completion of this form.***

***Please submit to Human Resources by Friday, March 16, 2018.***

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| Employee Being Nominated: | <Nominee> |
| Employee Nominating Above: | <Nominator> |
| Nominating Employee Signature: |  | Date: | <Date> |

**Award Criteria**

The Pride in Performance Award is to be used to recognize an employee who has impressed or inspired you based on the following criteria. Please provide specific examples to support your nomination. It is not necessary to complete all four sections, as you may not be familiar with all aspects of an employee's work.

* **The employee has demonstrated consistently exceptional performance and remarkable proficiency in his/her assigned duties**

 Please describe how the above person meets this criterion. Specific examples will strengthen your nomination:

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| <Enter Response> |

* **The employee has demonstrated hospitality, customer focus, and has been active in promoting a pleasant working environment.**

 Please describe how the above person meets this criterion. Specific examples will strengthen your nomination:

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| --- |
| <Enter Response> |

* **The employee has demonstrated dependability, innovative ways to get work done and effective problem-solving.**

 Please describe how the above person meets this criterion. Specific examples will strengthen your nomination:

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| --- |
| <Enter Response> |

* **The employee has been committed to professional development and enhancing his/her skill set.**

 Please describe how the above person meets this criterion. Specific examples will strengthen your nomination:

|  |
| --- |
| <Enter Response> |