Tarleton Employee Staff Recognition Awards Nomination Form

To nominate someone for a Tarleton State University Employee Staff Recognition Award complete this form and deliver it to Employee Services (Box T-0510 or Administration Annex, Room 105). The deadline for submitting a nomination is March 29, 2016. Nominations will be evaluated by the University’s Staff Recognition Selection Committee, who will recommend award candidates to the Executive Leadership Cabinet, whose members are the President, Vice Presidents who report to him, and his Chief of Staff.

(Please print clearly in designated areas)

1. Name of Staff Member being nominated:____________________________________________

2. Nominee’s Department:___________________________________________________________

3. Award you are nominating Staff Member for (select one):
   - Horizon Award: Volunteers time and/or resources to make his/her community a better place, enhances Tarleton State University’s reputation, creates leadership and service opportunities contributing to student success.
   - Impact Award: Outstanding problem-solving, resourcefulness and innovation in reducing University costs, improving work processes, or improving safety.
   - Quality Service Award: Passionate about his/her job, provides exemplary customer service, treats everyone with civility and respect, always creates a positive, professional impression.
   - Enhancing the Student Experience Award: Demonstrates outstanding achievements in providing inspiration and innovation in enhancing the student experience, and interacts enthusiastically and effectively with students using opportunities to promote learning.

4. Your name:_____________________________________ Campus Extension:____________

5. Your reasons the Staff Member’s nomination should be accepted:
   Provide specific examples to describe how the employee has demonstrated the criteria for the selected award. Give as many examples and details as possible. You may attach additional pages.

6. Letters of Support:
   Please attach at least one, and as many as three letters of support from others, including yours to explain why the nominee is deserving of the award.

7. Your Signature:_________________________________________ Date:___________________

SELECTION COMMITTEE USE

HR Review for Eligibility ____________________________
Selection Committee Recommendation ____________________________
Executive Leadership Cabinet Recommendation ____________________________